

## *St. John the Baptist Parish Library*



**Position:** Page (Temporary Summer Student Worker)

**Supervisor:** Branch Supervisor

**Salary:** \$10.16 hourly

**Non-Exempt Position:** Temporary Student Worker Part-time position includes 20 hours weekly

**Goal:** To maintain the orderly arrangement of library materials.

### **Duties:**

1. To perform tasks necessary to prepare materials for being replaced in inventory
2. To shelve books and other library materials.
3. To keep all library materials/ reference and circulating/ in order and straight on the shelves, bins or stands
4. To maintain the confidentiality of all internal library business
5. To perform those tasks necessary to keep the library interior neat and orderly.
6. To work cooperatively and in harmony with other staff members and the public.
7. To follow policies and procedures in the library policy and operations manual.

### **Minimum qualifications:**

- Must be at least 16 years of age.
- If under the age of 18 must obtain certificate for work from School Board
- Must be able to move a heavy, loaded book truck safely

**Abilities and Skills:** The library page must have the ability to learn the organization of the library collection and the layout of the collection. He/she must be able to place material back into the correct place on the shelf/ bini drawer or rack according to the call number. To accomplish this task the page must be able to push a loaded book cart/ to bend, to stretch and to generally handle weighty objects. The page must be able to deal with a job that has a series of repetitive tasks.

**Applications are available at any branch of the library and on the library's webpage at <http://stjohn.lib.la.us/>. All applications must be submitted in a sealed envelope and addressed to St. John the Baptist Parish Library, Attention: Assistant Director: Dana Douglas, 2920 New Highway 51, LaPlace, Louisiana 70068 no later than 5:00 pm on Friday, June 8, 2018.**

