

BATAVIA PUBLIC LIBRARY JOB POSTING

Library Page – Part Time

Do you have a keen eye for detail and enjoy organizing? The Batavia Public Library District is seeking friendly, service minded individuals to join our team.

JOB DESCRIPTION:

Library Pages return library materials to the shelves, empty the book drops, and maintain order in the library's public spaces and other responsibilities as assigned.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

This is not an all-inclusive list. Other duties may be required and assigned.

- Shelving books and other materials.
- Keeping all materials in order so that any item can be located easily and effortlessly.
- Checking order of materials while shelving, ensuring that materials are in correct order.
- Reading and edging shelves regularly.
- Responding to patron inquires and referring patrons to appropriate service area.
- Retrieving materials from book returns.
- Notifying the Circulation Services Manager or designee of any problems, such as need for more shelf space or need for repairs.
- Rotating newspaper collections as required, disposing of outdated material as instructed.
- Performing all duties in compliance with Library policies and procedures.
- Performing other related duties or additional tasks as needed or requested by the Circulation Services Manager or designee.

SCHEDULE:

Schedule is Fridays 9AM to 1PM & Saturdays 8:45AM – 1PM. Average of 8.25 hours per week.

QUALIFICATIONS FOR POSITION:

- **REQUIRED:** A minimum of three years of high school or the equivalent. The ability to stand, bend, reach, squat, and push carts filled with books. Applicants must successfully complete a shelving exercise to move to the next step in the hiring process. Ability to stand, bend, reach, squat, and push/pull heavy carts loaded with books.
- **PREFERRED:** Avid library users are encouraged to apply! Prior Library experience is desirable.
- **DESIRED:** A flexible, fun-loving, well-organized, tactful, resourceful, and good-humored person.

SALARY:

Starting salary is \$15.00/hour.

HOW TO APPLY:

Send your completed application/resume

- via email to jobs@bataviapubliclibrary.org
- mail to **10 S. Batavia Ave, Batavia, IL 60510 Attention: Human Resources**
- or drop-off in person

Applications received by February 3, 2023, will receive first consideration, but applications will continue to be accepted until the position is filled.