

Public Position Announcement
Applications due by November 17 at 5 pm

Job Title: Library Page (Part-time)

Mission Statement: Washington Free Public library believes in the freedom to read and learn, and the freedom to compare and express ideas. WFPL strives to provide educational, cultural and social enrichment for all residents of the city of Washington and surrounding areas.

Job Description: This is an entry level position in the Washington Free Public Library involving simple and routine customer service and clerical work. Employees hired for this position are primarily responsible offering friendly and knowledgeable customer service to library patrons and for the shelving and retrieving of books and other materials. No previous training or special knowledge of library procedures is required. **Ability to speak/read Spanish is helpful. Positions in this class are considered temporary part-time.**

Job Duties:

- Use the Library's computer system to circulate books, collect fines/fees and issue new library cards
- Respond to in-person and telephone requests for information
- Sort and shelve books according to the Dewey Decimal Classification System
- Check shelves for correct arrangement of books (referred to as "shelf reading")
- Empty book drop
- Clear tables of books and magazines
- Check books in using the computerized library catalog system
- Performs related lower level work as required

Skills/Qualifications:

- Ability to sort and file alphabetically and numerically
- Ability to follow simple oral and written instructions
- Ability to perform light physical tasks
- Positive attitude towards public service work
- Self motivated

Minimum Requirements:

- Must be 14 years of age or older
- Must be able to work evenings until 7 pm and on Saturday
- Must be able to stand for extensive periods of time during the work day
- Must be able to lift 25 lbs

Pay Range: \$7.25 (starting) to \$8.50 (maximum) per hour

How to Apply:

Applications are available in the library or online at:

www.washington.lib.ia.us/library-information/employment/application

The Director will review the application and contact you if an interview will be scheduled.

Employment offers are conditional upon reference checks.

The Washington Free Public Library is an Equal Opportunity Employer.