

LaGrange County Public Library
JOB ANNOUNCEMENT: LIBRARY PAGE

The LaGrange County Public Library is seeking a Library Page. The Library Page organizes and shelves library materials and maintains the library shelving areas so patrons and staff can locate materials. This is a part-time position and job duties may be performed at any of the Library's locations in LaGrange, Shippshewana, Topeka, and on the Bookmobile.

ESSENTIAL JOB FUNCTIONS

Shelves and maintains library materials in proper order.
Assists in the delivery of library materials to library branches and schools.
Assists in checking in and checking out books and library materials.
Greet patrons and assists in the location of materials.
Maintains public areas in a clean and orderly fashion.
Performs related tasks as required.

KNOWLEDGE, SKILLS, & ABILITIES

Ability to arrange books and library materials in numerical or alphabetical order.
Ability to shelve books and other library materials.
Ability to communicate effectively with patrons and coworkers.
Ability to understand and execute oral and written instructions.
Ability to lift boxes of library materials weighing up to fifty pounds.
Ability to operate a computer.
Flexibility in schedule including the ability to work evenings and weekends.

EDUCATION, EXPERIENCE, & TRAINING

Must be at least fifteen years of age and a student at a high school or college.
Must have some experience working in or using a library.
Must be able to obtain any required work permits.

TO APPLY:

If you are interested in this opportunity, please obtain a blank application at any of the branches of the LaGrange County Public Library System and submit the completed application to the Desk Clerk. (Applications may also be obtained online at <http://www.lagrange.lib.in.us/>). The LaGrange County Public Library would like to thank all applicants, however only those who qualify for an interview will be contacted. The LaGrange County Public Library is an equal opportunity employer.