

Job Vacancy
Sutton Free Public Library

Page Position

Under the direction of senior staff, the Library Page assists in the circulation of library materials.

Example of Duties:

- Circulates library materials using a computerized system
- Collects fines
- Issues new library cards
- Reshelves library materials in proper order
- Labels and covers library materials
- Reads shelves
- Performs any other tasks as requested

Job Environment:

Work is performed in a typical library environment, which can be very hectic at times. Errors could result in delay of patron satisfaction and adverse public relations.

Basic Knowledge and Experience:

To be considered for this position an applicant must have an interest in library services and programs and be in their last 2 years of high school or have graduated from high school.

Physical Requirements: Constant light to moderate physical effort required in performing duties. Candidate must be able to walk and stand for extended periods, place books on shelves of varying height (frequently bending, kneeling, squatting or reaching to do so), lift boxes weighing up to 30 lbs., use office machines.

Position is 15 hours per week starting in July 2018. This is a year-round position.

Wages: \$11.00 per hour

Closing date: June 8, 2018

Please send resume, letter of application and list of three references to: Betsy Perry, Library Director, Sutton Free Public Library, PO Box 544, Sutton, MA 01590

Posted May 14, 2018

