

Library Page (Student Worker)

Part time, hourly position, High-School Juniors and Seniors for the School Year 2020-2021 may apply.

An application may be downloaded from our website or picked up from the library. The Application will be opened until the position is filled. Applications can be dropped off at the West Feliciana Parish Library located at 5114 Burnett Road, St. Francisville, LA 70775 or email to sdavis@wfplibrary.org

<https://www.wfplibrary.org/employment>

The work examples described are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from job performance requirements if the work is similar, related, or a logical assignment to the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

West Feliciana Parish is an Equal Opportunity Employer.

GENERAL STATEMENT OF DUTIES

Responsible for shelving books and other library materials and performing related tasks.

SUPERVISION

Receives general supervision from the Manager and from regularly scheduled library staff member on evening and weekend hours. Work orders will be given orally or by written instruction.

ESSENTIAL JOB FUNCTIONS

- Shelves library materials in proper order.
- Checks library materials in and out of the circulation system.
- Does shelf reading to assure materials are in proper order.
- Answers directional questions and presents best practices of customer service.
- Assist patrons in finding books, using microfilm, and use of copy and fax machine.
- Assists in other room activities and other library personnel as needed.
- Physically lifts and arranges the library furniture weighing up to 75 pounds, equipment and facilities for use by various library programs and restores the rooms or locations to an orderly condition following their use.

SPECIALIZED DUTIES

The work includes some physically challenging work such as moving furniture, locating, and obtaining materials throughout the library of a wide variety of sizes and shapes, climbing ladders, walking and standing for extended periods, and carrying a reasonable selection of materials (weighing at least 20 lbs.) between places. Ability to push and pull book trucks weighing 100-300 lbs. Ability to work nights and weekends as required.

OTHER JOB FUNCTIONS

- Provides back-up support to other library personnel.
- Performs other functions or special projects as directed by supervisors.

KNOWLEDGE, SKILLS, ABILITIES

- The incumbent must have the ability to communicate effectively orally, in writing and by listening.
- A library page has and continues to develop a working knowledge of the library collection and our organization.
- Ability to work with minimum supervision and have the initiative to complete work responsibilities.
- Ability to meet and relate to the public and staff members in a positive and constructive manner.
- Ability to apply good work habits such as punctuality, reliability, preciseness, and dependability in order to effectively complete assigned tasks and contribute to the smooth operation of the library.

EDUCATION, EXPERIENCE, AND TRAINING REQUIREMENTS

Completion of the tenth or eleventh school grade