

# Library Page, Part-time Position

## Scurry County Library

### Snyder, Texas

This position is approximately 16-20 hours per week. Composed of 5 hours on Saturdays 10:00am - 3:00pm and 4 hours on Tuesdays/Thursdays 4:00pm - 8:00pm. The library has special events which might require additional hours.

#### **Responsibilities specific to position:**

Ability to alphabetize and put things in numerical order. Much of this position will include shelving books and other items where they belong. Processing books to be finished; making labels, stamping, covering, etc.

#### **General responsibilities for all staff at library:**

Working the front desk, answering the phone and giving information. Help patrons as needed: checking in and out materials, computer printing, sending faxes, use of copy machine.

#### **Essential tasks:**

Main duty will be shelving.

Process incoming and outgoing books and materials.

Issuing new cards and renewals.

Signing patrons into computers.

Processing new materials.

#### **Knowledge, Skills, and Abilities:**

Must be reliable and demonstrate good work ethic. Some knowledge of computers is helpful.

Good customer service is preferred. Understanding of the Dewey Decimal System is useful.

#### **Experience:**

Generally, previous experience is not required, although preference may be given to people who have done work in a library. Bilingual is a plus.

#### **Physical Requirements:**

Ability to lift (up to 40lbs), bend and reach. Significant standing, walking, moving, climbing, carrying, kneeling, handling, and pushing/pulling heavy carts.