

Rensselaerville Library
Job Opening
Adult Library Page

Job Description: This position involves performing routine library clerical duties necessary for the proper organization and distribution of library materials and providing direct services to the public while maintaining confidentiality. Library Pages routinely participate in the following activities: customer service at library circulation desk, handling routine circulation functions, collection of fines and fees, searching and updating patron records, stack maintenance, and a variety of other activities. On the job training is provided under the supervision of higher-level personnel.

Required Skills and Abilities: This position requires strong interpersonal skills, particularly tact and courtesy in dealing with the public and coworkers, a working knowledge of general office procedures, the ability to handle money, strong computer skills and familiarity with other types of technology, the ability to understand and follow oral and written instructions, a good sense of humor, and a positive work attitude. Applicant must be able to stand and walk for one or two hours per day and be able to bend and stretch without limitation.

Qualifications:
Applicant should be a high school graduate.

Work Schedule:
This position requires working 1-2 hours per week while the Library is open. The position includes the possibility of more hours on the evenings and weekends to accommodate the needs of the Library when a substitute is needed.

Pay Rate: Minimum Wage.

Application information:
Applications for this position are available online and at the Library. Applications and a cover letter reflecting your interest to work at the Library will be accepted until November 7, 2018 or until filled. Applications can be mailed to the address below or submitted in person at the Library.

Submit your completed application to:
Kim Graff
Rensselaerville Library
P.O. Box 188
1459 County Route 351
Rensselaerville, NY 12147
(518)797-3949

www.RensselaervilleLibrary.org