

LIBRARY PAGE

The City of Carlsbad is accepting applications for the position of Library Page for the Carlsbad Public Library. This position is part-time working 10 - 15 hours per week requiring flexible working hours including evenings and weekends. Some positions may be an on-call status. Job duties will include performing routine manual and clerical library work in accordance with library procedures.

Checks in, cleans, and re-shelves books, locates books on reserve, reads and straightens book shelves.

Labels and mends books, prepares library cards, searches for missing books, assists with inventories.

Sets up chairs for story hours and meetings, runs errands, performs minor housekeeping tasks.

Carries stacks of books, heavy boxes, and lifts and moves heavy items.

Knowledge of the purposes and functions of a public library.

Ability to learn routine library procedures and the Dewey Decimal System. Ability to understand and follow oral and written instructions. Ability to establish and maintain

effective relationships with other staff and library patrons.

Skill in alphabetizing books and materials.

Minimum Qualifications: Must possess high school diploma or GED, and ability to alphabetize, do basic arithmetic, and learn library procedures and the Dewey decimal classification system.

Previous library experience desirable, but not required.

Starting hourly wage will be \$10.41. Additional pay increase available for applicants with advanced educational degrees.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221. Applicants must include a City of Carlsbad employment application filled out completely. Resumes are not required, but may be included if desired. Applications/resumes must be received or be postmarked no later than March 16, 2018.

EOE M/F/V/D