



**Belleville Public Library
& Community Center**

Belleville Public Library is hiring a Library Page to begin work in December.

Our Pages are essential to the smooth operation of the Library and help ensure that visitors have a good experience while at the Library. Please see the attached job description for a list of duties and required qualifications.

This is a year-round, part-time position.

- School Year
 - During the school year two to four shifts will be scheduled each week.
 - Shifts are Monday – Thursday 4:00 – 7:15 pm, Friday 3:30 – 5:15 pm, and Saturday 8:30 am – 12:15 pm.
 - Occasional daytime hours may be scheduled on early release days and school holidays.
- Summer
 - Library pages must be available to work a mix of daytime, evening, and Saturday morning hours during the summer.

We expect our Pages to cooperate with each other to ensure that the shifts are covered if another Page is ill, on vacation, etc. This may require Pages trading shifts or working more than regularly scheduled hours occasionally.

Applicant must be a high school student (as of September 2022) and at least fourteen years of age at the start of employment. Applicants under the age of 16 must be eligible for and obtain a Wisconsin work permit before starting employment. Instructions for obtaining a work permit will be provided upon hiring.

Reliable transportation is a must to ensure that the Page arrives on time for work and is picked up or can leave at the end of his or her shift (when the library closes).

Applications must be returned to the Library by 11am on Saturday, December 3, 2022.

Important -- Applicants should allow time (about 20 minutes) when returning their application to take a short test on their ability to sort in alphabetical and numerical (using decimals) order.

Applicants selected for an interview will be notified by December 7th.

Starting salary is \$11.50 per hour. There are no benefits provided.

JOB DESCRIPTION

LIBRARY PAGE

Typical Responsibilities of the Position

Under immediate supervision, is responsible for shelving and retrieving books and other materials, serving library patrons, and assisting other library staff as directed. Must be able to work well as part of a team in a fast-paced environment.

Duties

1. Sorts and shelves library materials in alphabetical and numerical order, according to library classification system.
2. Maintains accuracy and neat appearance of materials on the shelves, material racks, and displays.
3. Empties bookdrop.
4. Retrieves materials from shelves, etc. to fulfill library requests/holds.
5. Under direct supervision, performs circulation desk procedures, such as checking in and checking out materials, registering patrons, and collecting fines.
6. Answers in-person and telephone questions, referring questions to other staff as appropriate.
7. Prepares or repairs library materials as directed.
8. Assists other staff with library programs and displays.
9. Assists library users in the use of library facilities and equipment.
10. Performs photocopying tasks.
11. Performs library cleaning duties (vacuuming, cleaning surfaces, dusting, emptying trash, etc.)
12. Performs other related duties.

Knowledge and Abilities

1. Ability to communicate effectively with staff and public.
2. Ability to understand and perform routine library procedures.
3. Ability to work with tact, courtesy and a friendly attitude.
4. Ability to sort effectively in alphabetic or numeric order according to the Dewey Decimal system.
5. Ability to maintain a regular work schedule.
6. Ability to follow detailed written and oral instructions.
7. Ability to work independently in an efficient manner to complete assigned tasks.
8. Basic knowledge of computer hardware and software as they relate to library applications (i.e., the Internet, e-mail, search engines, and word processing).

Physical Demands

1. Frequent standing and walking; occasional balancing, bending, twisting, and stooping.
2. Handling, processing, picking up and shelving materials, including kneeling to reach bottom floor-level shelf and reaching overhead to shelve books weighing up to three pounds.
3. Sitting and computer keyboarding.
4. Speaking and hearing; ability to use the telephone.
5. Far vision at 20 feet or further, near vision at 20 inches or less.

6. Lifting and carrying up to 20 pounds.
7. Pushing and pulling objects up to 60-80 pounds on a wheeled cart.

Mental Requirements

1. Ability to comprehend and follow oral and written directions.
2. Ability to effectively communicate questions, ideas and information.
3. Time management skills sufficient to set priorities in order to meet assignment deadlines.
4. Ability to recognize confidential data and keep it confidential.

Equipment Used

1. Computer, printer, scanner, barcode scanner, copy machine, fax, telephone, vacuum cleaner, and cash register.

Work Environment

1. Evening and weekend hours; occasional daytime hours when school is not in session.
2. Interruptions can be frequent. However, work is mostly performed in a relatively quiet library environment.

Education and Experience

1. Must be high school student (as of Sept. 2022) and at least fourteen years of age at start of employment.
2. Must be eligible to receive a Wisconsin work permit if under the age of 16.

Probation

1. Newly hired employees will be expected to satisfactorily complete a probationary period before attaining permanent status.
2. As a rule, probationary periods will be six months in length but may be extended if recommended by the Library Director and approved by the Library Board.
3. Probation allows time to validate the Library's choice of an individual to fill a position; probation should be viewed as the last stage in the selection process, rather than the first stage of employment.
4. Probationary employees can be discharged any time before completing probation. The Library is not required to show cause in discharging a probationary employee, nor is the employee entitled to appeal the action.

Adopted: April 17, 2013