



**Part-Time Library Page
\$15 per hour**

Crandall Public Library is currently taking applications for the position of Adult Page. For further information about the position, please see the attached job description.

The ideal candidate must be able to work flexible hours, which may include mornings, evenings and weekends. They must also have a working knowledge of the organization of library materials; Working knowledge of the operation of basic library equipment; Ability to understand and carry out simple oral and written directions; Ability to get along with patrons and fellow staff members; Ability to place things in alphabetical and Dewey Decimal order; Ability to perform close detail work; Ability to follow a prescribed routine; Ability to work in a dusty environment; Ability to perform simple e-mail functions; Ability to perform basic searching functions on the public access catalog; Accuracy in organizing material.

Physical condition commensurate with the demands of the position. This includes lifting objects such as books and supplies up to 20 lbs., and pushing heavy carts of books.

Applications may be obtained from <https://warrencountyny.gov/jobs> EOE/AA Employer

Qualified candidates should email, mail or drop off completed application, resume (if applicable), and three references to the attention of:

Cynthia Maguire, Reference Librarian
cmaguire@sals.edu
Crandall Public Library
251 Glen Street, Glens Falls, NY 12801

Your Story. Our Mission.

General Information: Page Job description

A Page is an essential employee in a library. Pages make sure that all library materials are where they are supposed to be within the library and they do it in a timely fashion. A Page is the one person who knows where everything is located. The following is a description of the job:

Sorting and shelving all library materials

Emptying book drops

Checking the contents of returned audiovisual items (CDs, DVDs, Playaways, Audiobooks)

Shelf reading

Shifting collections as necessary

Closing and clean-up procedures

Attending meetings

Participating in training sessions

Assisting patrons within agreed limits

Skills required:

Must be able to file library materials alphabetically and numerically

Must have the physical ability to push and pull loaded book carts

Must be able to bend stretch and kneel

Must be able to climb on and balance on a kick stool

Must be able to politely communicate with the public

Must be able to work independently

Must be able to follow verbal and written directions

Other requirements:

Must be available to work evenings and weekends as needed

Cooperative and flexible in work situations