

St. John the Baptist Parish Library

Position: **Library Page**
Supervisor: Branch Supervisor
Pay Rate: \$10.57 per hour
Schedule: 15-20 hours per week; Summer months

Job Summary

This position helps maintain the cleanliness and organization of the library and assists in the preparation of programs. Pages might also work with the public in non-confidential activities such as assisting with technology use. Pages might assist library staff and public during programs of all types for patrons of all ages.

Job Functions

- Accurately shelve books and other library materials
- Keep all library material in order on the shelves, bins or stands
- Help patrons locate materials and refer them to other staff as appropriate
- Work cooperatively with the public and staff members
- Physically move book carts, library furniture, fixtures and other items weighing up to 50 pounds
- Assist with program preparations and in-house programs
- Assist patrons with technology

Other Job Functions

- Develop a working knowledge about the care of library materials, library services and programs
- Ability to walk and stand for extended periods of time
- Light cleaning of the shelves and the Circulation area
- Other duties as assigned

Skills and Abilities

- Must be able to communicate effectively orally, in writing and listening
- Develop a working knowledge about the organization and care of library materials, library services and programs
- Must be able to sort items alphabetically and numerically
- Respectfully interact with a diverse clientele
- Familiarity with computers, MS Office software, and various devices and office equipment

Minimum Qualifications

- Must be at least 16 years of age
- Must be going into the 11th grade or higher
- Must obtain certificate for work from the School Board Office

Ideal candidate will excel in the following five (5) Core Professional Attributes that contribute to the success of the St. John Parish Public Library.

Accountability – Making a commitment to the organization, meeting obligations, adhering to policy and accepting responsibility, demonstrating personal integrity, earning trust, modeling ethical behavior, and understanding perceptions of behavior.

Communication – Expressing ideas, listening for understanding, giving feedback, and facilitating open communication.

Customer Service – Meeting customer expectations, providing proactive service, resolving customer concerns, managing customer expectations, and following up to ensure satisfaction.

Initiative – Identifying what needs to be done, taking action, adding value and participating in change.

Teamwork – Contributing to the team, working cooperatively, resolving conflict, building team capability and celebrating success.

Supplemental Information:

Physical Activities

N = Never; R = Rarely (Less than 25%); O = Often (25% - 75%); A = Always (More than 75%)

Standing	O	Sitting	O
Walking	O	Bending	R
Stooping	R	Kneeling	R
Crawling	R	Climbing	R
Typing	O	Grasping	R
Talking	O	Hearing	A
Repetitive motions of hands/wrists	O	Handing	O
Repetitive motions of feet	O	Reaching	O

Average number of pounds through a normal day that are pushed, pulled, etc. and the distance over which the weight is moved:

Activity	Average Number of Pounds	Distance Weight is Moved
Pushing	50	200 ft
Pulling	50	200 ft
Lifting	30	200 ft
Carrying	30	200 ft

Examples of physical activities required in this position:

Standing while shelving or shelf reading; walking while moving materials; bending and reaching while cleaning.

Sitting at workstation and typing on computer.

Walking through library.

Possible Hazards (chemicals, dangerous machinery, etc.)

None known.

TO APPLY FOR A LIBRARY PAGE POSITION, COMPLETE AN APPLICATION
<https://stjohnlib.com/work-with-us/>
AND EMAIL IT TO CAROLYN MENDOZA, CENTRAL BRANCH SUPERVISOR,
CMendoza@stjohn.lib.la.us **BY FRIDAY, 6/4/2021, BY 12PM.**

Please note on your application which library is your preferred location:

Norris J. Millet, Sr. Library in LaPlace
Leroy D. Williams Memorial Library in Reserve
Frazee-Harris Memorial Library in Garyville
Roland Borne, Sr. Memorial Library in Edgard

