



Title: LIBRARY PAGE

Job Description:

This is entry level position in the New Orleans Public Library System involving simple and routine clerical work. Employees hired for this position are responsible for the shelving and retrieving of books and other materials. No previous training or special knowledge of library procedures is required, but library experience is preferred. Positions in this class are usually part-time.

Illustrative Tasks:

- Sort and shelve books according to the Dewey Decimal System.
- Check shelves for correct arrangement of books
- Empty book drop
- Clear tables of books and magazines
- Place new periodicals in display racks
- File old periodicals in storage area
- Retrieves book and periodicals from shelves
- Stamp incoming materials with date or location
- Box and unbox books
- May circulate books, collect fines, process new patron applications, etc
- Performs related lower level work as required

Knowledge, Abilities, and Skills:

- Ability to sort and file alphabetically and numerically
- Ability to follow simple oral and written instructions
- Ability to perform light physical tasks
- Positive attitude towards public service work
- Self Motivated

Minimum Qualifications Requirements:

- Must be able to work nights and weekends
- Must be able to stand for extensive periods of time during the work day
- Must be able to lift 25 lbs
- Must be able to work at any location in the New Orleans Public Library System

Salary: \$10.00 per hour

- Benefits include: Longevity Pay, Annual Leave, Sick Leave, and Paid Holidays.
 - Pension Participation for employees that work over 17.5 hours per week.

How to Apply:

- Prepare a "Personnel History Form": <http://cityofno.com/Portals/Portal31/Resources/PersonalHistory.pdf>
 - Applicants are encouraged to include a resume and cover letter with their application

- Please apply in person at the Administrative Office on the 3rd Floor of the Main Library listed below. If you cannot apply in person, you may *mail* your documents to:

Graham Haskell
Human Resources Director
New Orleans Public Library
219 Loyola Avenue
New Orleans, LA 70112

T: 504-596-2607
F: 504-596-2659
ghaskell@gno.lib.la.us
www.neworleanspubliclibrary.org
...Speaking Volumes

- Human Resources will review your application and contact you if there is an open position and if the Library would like to schedule you for an interview.
- Employment offers are conditional upon a successful drug screening, background check, and reference checks. The New Orleans Public Library is an Equal Opportunity Employer.