



Page

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Overview

The Scarsdale Public Library part time Page position includes the shelving and sorting of library materials. The role of Page is an essential part of the library that allows us to provide many of our patron services quickly and efficiently. The successful candidate will have a welcoming attitude, an excellent attention to detail, and be enthusiastic about working at the Scarsdale Library. This position reports to the Circulation/Access Services Manager.

Essential Responsibilities:

This is not to be considered an exhaustive statement of responsibilities or requirements.

- Maintains the library collection through sorting, shelving, and searching for library materials
- Maintains shelves by shifting materials
- Reads shelves for accuracy of order, re-shelving materials as needed
- Finds and pulls books from various library generated lists
- Assists with weeding and shifting projects
- Assists patrons with directional questions
- Assists patrons with non-directional questions by directing them to the appropriate service desk

SKILLS AND ABILITIES:

- Ability to accurately sort and shelve material in alphabetic or numeric order
- Ability to apply critical thinking skills during projects.
- Ability to provide outstanding customer service to patrons and to work among library colleagues as a team.
- Ability to communicate effectively verbally and in writing
- Ability to understand and carry out verbal and written instructions
- Exercise good judgment and organizational skills
- Ability to perform tasks independently

Physical Requirements: Physical strength and dexterity are required to handle and shelve library items and to transport loaded book carts.

Hours: Up to 20 hours per week. Preference given to weekday night & weekend availability

Rate of Pay: \$16.50 per hour

To Apply: email Kaity Hsiu at khsiu@scarsdalelibrary.org with a resume or our Page Application and why you are interested in the position

This position does not require a Westchester Civil Service Exam.