



Washington Free Public Library
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JOB POSTING – Library Page

The Washington Free Public Library is looking for a high school student to join our Library Page team. You'll learn great customer service and organizational skills!

Job Summary: This is an entry level position involving simple and routine customer service and clerical work. Library Pages are primarily responsible offering friendly and knowledgeable customer service to library patrons and for the shelving and retrieval of books and other materials. Positions in this class are considered temporary part-time

Work Schedule: Part-time, 6-10 hours per week. Includes evening and Saturday hours.

Essential Job Duties:

- Use the Library's computer system to circulate books and collect fines/fees
- Respond to in-person and telephone requests for information
- Provide assistance to library patrons in operating printing, fax and copy machines
- Sort and shelve books according to the Dewey Decimal Classification System
- Check shelves for correct arrangement of books (referred to as "shelf reading")
- Empty book drop and check in materials
- Clear tables of books and magazines
- Performs related clerical and materials processing work as required

Knowledge, Skills & Abilities:

- Knowledge of alphabetic and numerical filing systems
- Skill in maintaining a positive attitude towards public service work
- Skill in interacting with all library patrons in a friendly, polite, and helpful manner
- Able to follow simple oral and written instructions
- Able to perform repetitive tasks quickly and accurately
- Ability to speak/read Spanish is helpful

Education and Experience:

No prior experience required except a willingness to learn excellent customer service and organizational skills. **Applicants 16 years and older are preferred.**

Beginning Pay: \$10.00per hour.

To Apply: Complete and submit a City of Washington Job Application in person at the Library or email completed application to cary.siegfried@washington.lib.ia.us.

Apply before: October 13, 2023