

# Mastics-Moriches-Shirley Community Library Reference & Adult Services Department

## Notice of Position

Job Title: Library Page

Date Posted: 11/13/17

Approximate Starting Date: 12/15/17

Job Notice: 171311P

Closing Date: 11/24/17

Please note that only candidates being considered will be contacted.

### Description of Duties:

- Shelve and shelf-read all materials in collection
- Assist patrons with the use of copiers, fax machine, and microfilm machines
- Assist with projects, displays, and inventory of collection
- Responsible for setting up and taking attendance at programs
- Other duties as assigned
- Applicants must be able to work 12-16 hours per week and be *available for morning and afternoon shifts*. Holidays, weekends and possible evening shifts as assigned.

### Qualifications Required:

- Must be able to perform physical labor involved in shelving books, pushing of carts and, maintaining the organization of the area
- Ability to work well with others
- Must be energetic, organized, and willing to learn
- Preference will be given to residents of the William Floyd School District
- Applicants must be 16 years of age or older and have working papers

Salary: \$10.00 per hour

Applications may be returned in person to the Library Business Office Mon-Fri 9AM-5PM;

By fax 631-399-1518; or scanned and emailed as an attachment to

[businessoffice@communitylibrary.org](mailto:businessoffice@communitylibrary.org)

The Mastics-Moriches-Shirley Community Library does not discriminate on the basis of race, color, national origin, sex, religion, age or disability, in the employment or the provision of services.

OK  
J.P.