

(TD)

J. D. M. M. M.

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

Notice of Position

Job Title: Library Page
Date Posted: 04/08/19
Approximate Starting Date: 05/13/19

Job Notice: 190408P
Closing Date: 04/17/19

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 at least 12-16 hours per week and be *available for afternoon, evening and weekend shifts*. Holiday and possible morning hours 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: \$12.00 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

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.