

## **LIBRARY PAGE**

### **CLASSIFICATION**

LIBRARY PAGE – Main Library

### **HOURS**

Tuesdays 5pm – 8pm

Wednesdays 5pm – 8pm

One Saturday and one Sunday per month.

### **STARTING SALARY**

\$10/hour

### **DEFINITION**

Under supervision, records books or other materials into or out of the library system; returns books, materials and equipment to the correct location; does other related duties.

### **ESSENTIAL FUNCTIONS OF THE JOB**

- Returns books, materials and equipment to correct location.
- Checks and maintains shelves to ensure materials are in correct order.
- Organizes library materials for convenient access.
- May search for misplaced books, materials and equipment.
- Answers questions on library organization, policies and procedures.
- Informs individuals of library services and programs.
- Retrieves materials to fill patron requests.
- Performs other duties as assigned by management.

### **KNOWLEDGE, SKILLS, ABILITIES**

- Ability to deal tactfully and courteously with the general public and to maintain effective working relationships with other library staff.
- Knowledge of general vocabulary, spelling and standard English grammar.
- Basic computer usage knowledge.
- Ability to read with comprehension.
- Ability to learn to use the Dewy Decimal System. Knowledge of filing procedures.
- Ability to maintain established library records and files.
- Ability to follow oral and written orders, directions or plans.
- Ability to read, write speak, understand and communicate in English sufficiently to perform the duties of this position.

## **QUALIFICATIONS**

- Rockaway Township Resident
- Familiarity with computers
- Ability to read and write in English

Please submit a resume, including cover letter, to Scott Davan, Library Director at [scott.davan@rtllibrary.org](mailto:scott.davan@rtllibrary.org).

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