



Bullitt County Public Library Library Page

Hours

This is a part-time position of approximately typically 8-12 hours per week. Library Pages must be able to work afternoons, evenings, and weekends.

Salary

Salary for this position is set by the administration. This position does accrue vacation time on a prorated basis. There is no sick time or personal time included for this position.

Duties

The duty of a Library Page is primarily to shelve books, magazines, and other materials. Maintain library bookshelves. Pages will be trained but must be able to work well with filing both alphabetically and numerically. It is important to become familiar with the filing rules of the Dewey Decimal Classification system. This job description does not necessarily reflect all aspects of the job functions.

CORE VALUES

- Adaptability. We are outwardly focused, service oriented, and staffed by continuous learners.
- Equality. We welcome all with the same measure of respect, warmth, and acceptance.
- Accountability. We are an interdependent team holding ourselves mutually accountable for delivering results that are relevant to our community's needs.
- Integrity. We embody these values in every aspect of our operation, building personal and institutional bridges which facilitate productive, trusting relationships.

Requirements

- The minimum age requirement is 16 years old.
- Graduation from, or current enrollment in, high school or home school.
- Demonstrated ability to perform essential job functions.
- Ability to read.
- Ability to communicate verbally.
- Ability to work with staff in a team environment.
- Filing skills, both alphabetical and numerical.

Physical Demands:



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Revised 10/13/2015
Revised 06/26/2018

Requires frequent lifting and carrying of library materials; pushing and pulling of book carts; and frequent stooping and reaching.

Work Environment:

- Indoor.
- Exposure to dust and molds.

Work Devices:

- Book carts.
- Carts and wagons.

Bullitt County Public Library is an AA, EEO and ADA employer