

ACTON PUBLIC LIBRARY

JOB POSTING

TITLE: Page Position (multiple)

DEFINITION: The Page position is a permanent, part-time position responsible for shelving returned items; keeping shelves in order; and other duties as assigned.

SUPERVISION RECEIVED: Receives general administrative and functional supervision from the Library Director, as well as the Assistant Director and the Head of Circulation.

SUPERVISION EXERCISED: None.

HOURS: 4 hours per week. Hours may include Saturday hours on a rotating basis, plus regularly scheduled 2-hour shifts during the week.

HOURLY RATE: \$9.60/hour.

SKILLS NEEDED: Alphabetizing, arranging items in numerical order, attention to detail. Must be able to consistently work a regular schedule.

EXPERIENCE: Library and/or retail experience helpful.

Applications available through the Town web page and at the Library.

If interested in this position, please submit an Employment Application by October 31, 2016 to

**Virginia Clarke
Head of Circulation
Acton Public Library
60 Old Boston Post Road
Old Saybrook, CT 06475**

or by email at vclarke@actonlibrary.org

Date posted: 10/13/2016

Posting expires: 10/31/2016