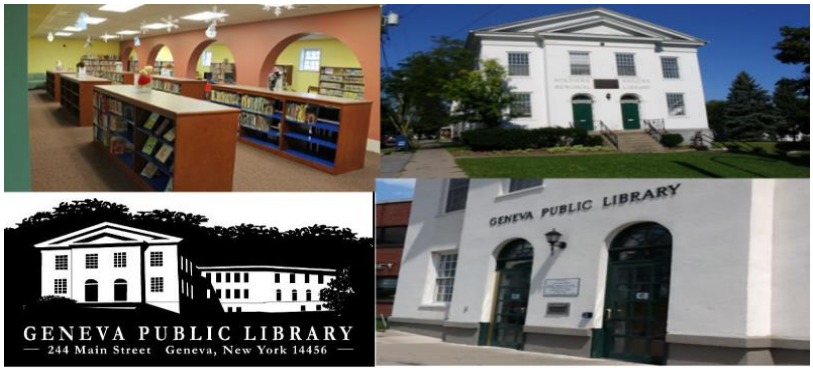
WE'RE HIRING

PART-TIME LIBRARY PAGE



The Library has an immediate opening for a Library Page position responsible for shelving materials and assisting with other projects in the Library's ground floor children and teen areas. Priority for interviews for the current opening will be given to applications received by **January 29, 2021**.

Essential Duties of the Position

- Sorts and shelves books
- Reads and straightens shelves
- Shifts books and other library materials
- Keeps library rooms in order
- Routes materials to other floors
- May charge and discharge library materials
- Operates simple library equipment
- Assists with other projects

Scheduled Hours

- 10 hours per week
- Preferred schedule is 2 hours per day, five days per week

Compensation and Benefits

- $12.50 per hour
- Eligible to enroll in NYS Retirement System and NYS Deferred Compensation Plan (both voluntary).

Applicant Instructions

- Those interested and meeting minimum requirements must complete an Ontario County Application for Examination or Employment.
- Applications must be returned to the Library to the attention of the Library Director.
- The Library will follow up with applicants if interested in scheduling an interview.