

Hinesville Library is Hiring

LIBRARY PAGE – HINESVILLE LOCATION

FSLA: Non-Exempt, 15 hours per week. This position includes nights and weekends.

Position Summary – Under general supervision of a supervisor, shelves library materials in all formats; sorts materials in proper order; Maintains shelf appearance by straightening and shifting of materials; Responsible for delivering quality customer service; helps customers with basic directional requests; may perform a variety of clerical tasks; may perform other duties assigned by a supervisor. Work is reviewed by immediate observation, by checking completed work, by periodic spot checks or cross checking by a supervisor.

Education, Experience and Competencies:

- Must be able to arrange items in alphabetical and numerical order according to the Dewey Decimal System;
- Must be able to push at least 50 pounds on a book truck and be able to lift at least 25 pounds, bend, stoop and reach.
- Applicants for this position must be able to work morning, afternoon, evening shift and rotating weekends.

Review of applications will begin immediately and continue until position is filled.

Note: Starting pay for this position is \$7.40/hour.

Find application at <http://www.liveoakpl.org/about/jobs/>

Send completed applications to:

Director of Human Resources (HR@LiveOakpl.org)

FAX: 912-652-3643

No Phone Calls Please