



**BRIGHTON MEMORIAL LIBRARY**

2300 Elmwood Ave  
Rochester, New York 14618  
Tel. 585-784-5300  
www.brightonlibrary.org

**TO:** All Interested Parties  
**FROM:** Deena Viviani, Circulation Services Manager  
**DATE:** January 29, 2019  
**RE:** **Part-Time Library Page**

Brighton Memorial Library has an opening for a Part-Time Library Page to assist with shelving responsibilities within our Circulation Department. This position reports to the Page Supervisor, the Circulation Supervisor, and the Circulation Services Manager.

**Eligibility**

The Library Page is a non-competitive title.

**Duties**

1. Shelve library materials
2. Keep shelves and materials in good order
3. Perform daily shelf reading duties
4. Empty book drops
5. Assist with transporting donations for book sales
6. Perform opening and closing procedures
7. Other duties as assigned

**Skills Needed**

1. Friendly, welcoming demeanor
2. Flexibility, poise, and sense of humor in a busy setting
3. Ability to listen well and to communicate effectively, both orally and in writing, to patrons and coworkers of all ages
4. Attention to detail and accuracy
5. Ability to bend to floor and reach overhead with books in hand for shelving
6. Ability to assist with lifting full book totes (60 lbs.) and push fully loaded book carts (75 lbs.)
7. Ability to work independently and follow instructions
8. Ability to alphabetize and sort by Dewey decimal number
9. Ability to work in a team environment

**Required Hours**

- Weekday morning availability
- 9-12 hours per week

**Salary**

\$11.10-\$11.60 per hour in three steps

**Environment**

Progressive, friendly, recently redesigned library serving a diverse, well-educated community

**Instructions to Applicants**

Please submit a completed Brighton Memorial Library application (available at [www.brightonlibrary.org/employment-opportunities.html](http://www.brightonlibrary.org/employment-opportunities.html)) to Jaimi Miller, Page Supervisor, via email ([jaimi.miller@libraryweb.org](mailto:jaimi.miller@libraryweb.org)) or USPS.

**Statement of Non-Discrimination**

Brighton Memorial Library welcomes job applications from qualified individuals without regard to race, color, religion, sex, national origin, age, disability, ancestry, family care status, veteran status, marital status, sexual orientation or any other lawfully protected status. The Library complies with all federal and state regulations dealing with employment practices.