



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: November 16, 2022
RE: **Part-Time Library Page**

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

Eligibility

The Library Page is a non-competitive title.

Duties

1. Shelve library materials
2. Empty book drops
3. Keep shelves and materials in good order
4. Perform opening and closing procedures
5. Perform daily shelf reading duties
6. Assist with transporting donations for book sales
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 verbally and in writing, to people 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
10. Ability to communicate via email
11. Basic knowledge of computers

Required Hours

1. Both positions -- weekend afternoons (11:45-4:15)
2. One position -- weekday late morning/early afternoons (11:15-3:15)
3. One position -- weekday evenings (5:15-8:15)

Salary

\$13.75 per hour

Environment

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

Instructions to Applicants

Please submit a completed Brighton Memorial Library application (available at <https://www.brightonlibrary.org/employment-opportunities>) to Auralia Derhak, Page Supervisor, via email (auralia.derhak@libraryweb.org) or USPS. Deadline is November 28, 2022.

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.