

POST IN STAFF AND PUBLIC AREA

**April 25, 2023 through May 1, 2023**

**Position: Library Page (Part-time)**

**Location: Kathleen McIlwain Public Library at Gautier**

**Available: June 1, 2023**

**Wages: Minimum Wage: \$7.25/hour**

**WORK HOURS: Up to 16 hour/week; including evenings and Saturdays**

**MINIMUM QUALIFICATIONS: IF YOU DO NOT MEET ALL OF THESE QUALIFICATIONS, PLEASE DO NOT APPLY FOR THE POSITION.**

- Must be 18 years old or older with high school diploma or GED.
- Must have dependable transportation to and from work and be able to report to work and continue to work as scheduled.
- Must be able to follow instructions and work cooperatively with other staff members.
- Must be able to work mornings, evenings, and Saturday as scheduled.
- Must be able to work up to 18 hours per week.
- Must have good communication skills, both orally and written.
- Must have good public service skills.
- Must have good computer skills, and have the ability to learn new computer applications.
- Must be able to pay attention to details and perform duties accurately and in a timely manner.
- The person holding this position must be physically capable of standing for long periods, have the ability to hear, bend, stoop, push, pull, squat, crouch, reach above shoulder level, and lift and move objects up to 25 pounds.
- Must attend training sessions as assigned.
- Must adhere to all JGRLS personnel policies and procedures. (Personnel manual will be provided)

**Preferred Qualifications:**

- Candidates that have a JGRLS library card.
- Candidates with previous work experience involving providing goods or services to the public.

**Duties and Responsibilities:**

- Shelving library materials (books, DVDs, CDs, etc.)
- Keep library materials in order; learn how to use the Dewey Decimal System and other organizational and filing systems in use.
- Clean and mend returned materials.

- Assist in preparing new materials for check out.
- Assist with special programs; registration, preparing handouts and programs, decorating, set up room, break down and clean up room, help manage crowds, lead children or other participants to designated area or room, greet participants as they arrive, etc.
- Backup at circulation as needed: Check in materials, check out materials, take patron registrations, answer telephone, call patrons to alert them that requested materials have arrived, take patrons to needed resources within the library, etc.
- Miscellaneous other duties as needed.

**Mandatory skill & knowledge tests will be given by appointment at the Pascagoula Public Library.**

The employee holding this position is subject to an initial six-month probationary period with performance evaluations conducted by the Manager periodically during this period. Thereafter, performance evaluations are conducted annually, or as needed, by the Branch Manager and reviewed by the Director. An internal transfer to this position is subject to a three-month probationary period.

The primary work site for this position is the Kathleen McIlwain Public Library located at 2100 Library Lane, Gautier, MS 39553. Performance of duties may require work at other library sites, contingent on the needs of the Library System. The work schedule may include day, evening and Saturday shifts. Schedule may vary from time-to-time in accordance with specific needs and interests of the Library and the Library System as determined by the Branch Manager and/or the Director.

**TO APPLY:**

**Internal Candidates:** Candidates meeting MINIMUM QUALIFICATIONS must submit their resume and a (business) letter of interest to Angie Stewart, Director via JGRLS courier, or email [Director@jgrls.org](mailto:Director@jgrls.org) or mail to 3214 Pascagoula Street, Pascagoula, MS 39567. The letter should state your career goals and objectives and why you want the position. **Please sign your letter.**

A JGRLS Employee Promotional Evaluation Sheet found on ALPHA is required FROM YOUR SUPERVISOR.

Deadline: May 1, 2023 by 4:00 p.m.

**External Candidates:** Applications can be picked up at any Jackson-George Regional Library branch or on JGRLS website: <https://new.jgrls.org/index.php/home-2/about/employment-opportunities/>. Applications can be emailed to HR@jgrls.org, dropped off at any JGRLS branch or mailed to Jackson-George Regional Library System, Attn: Human Resources, 3214 Pascagoula Street, Pascagoula, MS 39567. Please include your resume.

An Equal Opportunity Employer