

## **Durham Public Library**

### **Position:**

- Library Page
- 15 hours per week /\$10.10 per hour

### **Preferred Qualifications:**

- Applicable library experience

### **Required Competencies:**

- Must be 16 years of age
- Ability to read, write and alphabetize
- Ability to learn the Dewey Decimal system and other library filing systems
- Familiarity with office computer applications
- Ability to communicate effectively with staff and patrons.
- Attention to detail

### **Essential Functions:**

- Returns items to shelf accurately
- Assists with maintaining order of collection
- Assists with creating displays
- Assists with preparations for library programs
- Assists with maintaining order and cleanliness of library
- In addition to essential functions, all employees are expected to carry out other duties as assigned

Send completed applications to [dpl@durhamlibrary.org](mailto:dpl@durhamlibrary.org)