

St. Charles City-County Library District

JOB OPENING

Your answer place!

GENERAL SERVICES & MAINTENANCE ASSISTANT (GSMA)

SPENCER ROAD BRANCH

ST. PETERS, MO

Part Time: 20 hours per week*

Schedule: Monday through Friday 8 am – 12 pm*

*Depending upon the needs of the Branch when it opens this position may be split between two employees that would work 20 hours every other week or one employee working 20 hours every week.

DUTIES:

May include changing light fixtures, hanging pictures or signs, repairing damaged walls and interior painting, routine record keeping and working with outside contractors and delivery services. Daily tasks may include but are not limited to: maintaining general upkeep of the branch (inside and outside), check public restrooms for cleanliness and supplies, check meeting rooms for cleanliness and supplies, box donations, cleaning and dusting of various departments and machinery in branch, clean windows, blinds, light covers and vents, check emergency systems, order supplies, and set up and take down meeting rooms. May also include responsibility for selected circulation duties including interacting with the public in the branch as well as on the telephone, checking books in and out, emptying books from book drop and reconciling daily receipts.

Physical work associated with the position includes but is not limited to: bending, walking, crouching, kneeling, balancing, climbing, pushing, pulling, standing, hearing, seeing, speaking, lifting and moving 75-100 pounds.

REQUIREMENTS:

Must have an excellent driving record, valid Missouri driver's license, must have "handy person" skills. Must have the ability to work with minimal supervision. Requires strong verbal and written communication skills, basic computer skills, ability to use District e-mail and one year related experience. High school diploma or GED required.

RATE: \$12.13 per hour

DEADLINE: 5:00 pm, Sunday, February 5, 2012

All applications must include a resume and cover letter. Applications submitted without a resume and cover letter will not be considered. Resumes and cover letters submitted without an application will not be considered.

NOTE: Due to the large volume of applications received, inquiries regarding application status will not be returned. All applicants will be notified of their status as soon as possible.

APPLICATIONS AVAILABLE AT THE CIRCULATION DESK OR ON OUR WEBSITE AT

WWW.YOURANSWERPLACE.ORG

Human Resources
St. Charles City-County Library District
PO Box 529
St. Peters, MO 63376-0529
An equal opportunity employer
1/16/12-2/5/12