

St. Charles City-County Library District

JOB OPENING

Your answer place!

LIBRARY PAGE #2

SPENCER ROAD BRANCH LIBRARY ST. PETERS, MO

Part Time: 15 hours per week

Schedule: Week 1 - Monday through Thursday 5:30-9pm

Week 2 – Tuesday and Thursday 5:30-9pm and Saturday 9-6pm

DUTIES:

Perform fundamental routine tasks for the library operations including shelving materials, inspecting videos and DVDs, alphabetical and numerical filing, light keyboarding, light cleaning and picking up litter from premises.

REQUIREMENTS:

Must be at least 16 years old, have good reading skills, be able to file alphabetically and numerically, and be accurate in repetitive tasks.

RATE: \$9.19 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.

APPLICATIONS AVAILABLE AT THE CIRCULATION DESK OR ON OUR WEBSITE AT
WWW.YOURANSWERPLACE.ORG

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.

Human Resources
St. Charles City-County Library District
PO Box 529
St. Peters, MO 63376-0529
An equal opportunity employer
1/27/12-2/5/12