

**Institution:** **Dixon Public Library**  
<http://www.dixonlibrary.com>

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**Location:** Dixon, California

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**Category:** Library Page

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**Posted:** 05/10/16

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**App. Due:** Open Until Filled

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**Type:** Part-Time

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### **Job Summary/Basic Functions**

POSITION: The Dixon Public Library is hiring for the part-time position of Library Page. This is a student position for 9-12 hours a week. The responsibilities will include the following:

Perform a wide variety of basic technical and clerical library work such as:

- Shelving
- Shelf-reading; shifting and adjusting ranges
- Assisting at the Circulation Desk when needed
- Helping with SNAP book loans and returns for delivery process
- Helping with all phases of preparation, staging, and clean-up for Library programs
- Cleaning, dusting, vacuuming of books and shelves

Pages are generally expected to do the following:

- Understand and follow written and oral instructions
- Performs basic tasks with speed and accuracy
- Quickly learn and practice library policies, procedures, and rules
- Understand and perform all jobs on a multi-task oriented basis
- Communicate effectively with a wide variety of people including other staff members
- Work a changing and flexible work schedule which includes all open library hours (days, evenings, Saturdays, and emergencies)
- Establish and maintain a harmonious and cooperative working relationships with others

Successful applicants must be committed to quality service to all members of the public and have excellent interpersonal skills.

### **Salary**

The positions will be paid on an hourly basis.

**Minimum Qualifications Required:**

- Minimum age of 16; eligible for a work permit
- Per district policy 3017.1 persons interested in this position must be a full time high school student or a higher education student.
- Demonstrated ability to use computer hardware and knowledge of basic computer software/programs used for Internet access and personal productivity

This classification is expected to learn basic library procedures and to handle a number of basic library duties and routines. The ability to follow directions and complete assigned tasks in a timely manner is especially important and needed.

**Preferred Qualifications**

- Fluent speaking and writing both English and Spanish.

**To Apply**

Download application, fill out completely and drop off at the Dixon Public Library or come in and request an application.

**Additional Requirements**

Satisfactory completion of a background check, educational check, and authorization to work in the United States is required after a conditional offer of employment has been made.