



chambers county library system

your source for information

PART TIME EMPLOYMENT OPPORTUNITY

JOB TITLE: LIBRARY PAGE PART-TIME: High School student position

DEPARTMENT: CHAMBERS COUNTY LIBRARY SYSTEM: 15 hours per week, Juanita Hargraves Memorial Branch, Winnie
Priority weighting will be given to students in the high school co-op program.

REPORTS TO: BRANCH LIBRARIAN

SALARY RANGE: \$7.25/hour

APPLICATION DEADLINE: until filled

JOB SUMMARY AND PRINCIPAL DUTIES

Summary of Position:

Performs tasks associated with daily library operations as assigned by Branch Librarian

Examples of Work:

Sorts book trucks; shelves library materials; reads shelves to ensure orderly & accurate locations of materials; rearranges shelves to prevent crowding; empties book drop

The schedule will include evening hours till 7 and Saturday morning hours from 9-1.

Required Knowledge, Skills and Abilities:

This is an entry level, part-time position. No prior knowledge of library or office procedures is necessary. No prior knowledge of office equipment operations is necessary. No classroom training in library science is necessary

Skills and abilities needed include a basic aptitude for alphabetizing and filing.

The physical ability to move books, films, etc., from one location to another, and to place them on shelves near the floor and above the head is necessary. Approximately 95% of this job consists in the physical handling of materials in this manner. Very little of this job allows seated deskwork. On the job training for various tasks will be provided.

Applications may be picked up at the library branches listed below, or in the County Treasurer's office in the Courthouse at Anahuac. For more information on the position, please contact County Librarian A. Lynette Parsons, at the System Office numbers below.

Chambers County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.

All applicants are subject to a Pre-employment physical and drug testing.

County Librarian, A. Lynette Parsons, MLS

**Chambers County
Library**
202 Cummings Street
P.O. Box 520
Anahuac, TX 77514
409-267-2554
Fax 409-267-5181

**Juanita Hargraves
Memorial Branch**
924 Highway 124
P.O. Box 597
Winnie, TX 77665
409-296-2591
Fax 409-296-8243

West Chambers Branch
10616 Eagle Drive
P.O. Box 1289
Mont Belvieu, TX 77580
281-576-2245
Fax 281-576-2496

System Offices:
409-267-2550
Fax 409-267-3783
www.chambers.lib.tx.us
Email:
ccls@co.chambers.tx.us
lparsons@co.chambers.tx.us