



Chambers County Library System

your source for information

EMPLOYMENT OPPORTUNITY August 2018—May 2019

JOB TITLE: Library Page (Part Time/High School or College student position)
DEPARTMENT: Library— Anahuac branch (1), Winnie branch (1), and Mont Belvieu branch (1)
REPORTS TO: Branch Librarian
WAGES: \$7.25 per hour (15 hours per week)
APPLICATION PERIOD: July 11, 2018—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 until 7:00pm and Saturday morning hours from 9:00am - 1:00pm

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 Valerie Jensen, 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.

Any applicant conditionally selected for this position will be required to submit to a physical and drug testing, before commencing employment.

County Librarian, Valerie Jensen, MLIS

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

Sam and Carmena Goss Memorial Branch

1 John Hall 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@chamberstx.gov
vjensen@chamberstx.gov