



# Chambers County Library System

your source for information

## EMPLOYMENT OPPORTUNITY August 2020—May 2021

**JOB TITLE:** Library Page (Part-time High School or College student position)  
**DEPARTMENT:** Juanita Hargraves Memorial Branch, Winnie  
**REPORTS TO:** Branch Librarian  
**WAGES:** \$7.25 per hour (15 hours per week)  
**APPLICATION PERIOD:** August 19, 2020—until filled

### JOB SUMMARY AND PRINCIPAL DUTIES

#### Summary of Position:

Performs tasks associated with daily library operations as assigned by Branch Librarian. Assists daily with Summer Reading Program operations.

#### 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; interact extensively with children; help set up for weekly programs

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. Working outside occasionally to assist with programs.

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 background check, 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](http://www.chambers.lib.tx.us)  
Email:  
[ccls@chamberstx.gov](mailto:ccls@chamberstx.gov)  
[vjensen@chamberstx.gov](mailto:vjensen@chamberstx.gov)