

# Part Time Page Position

An opportunity currently exists in the Circulation Department for a part-time position of Page. Applicants who meet the requirements below may apply.

Title: Title: Page (Part-Time)

Issue Date: February 24, 2023

Compensation: Starting hourly rate is \$14.13/hr

Location: Westfield Memorial Library, Circulation Department

## JOB DESCRIPTION:

The Westfield Memorial Library is seeking an energetic and detail-oriented individual to join the Adult Services Department. The successful applicant should have a demonstrated capacity to deal effectively and courteously with all library employees.

## RESPONSIBILITIES MAY INCLUDE:

Shelving books and other materials

Performing related tasks.

## KNOWLEDGE AND ABILITIES:

- Basic computer and technology skills a plus
- Interpersonal and communication skills;
- Knowledge of the Dewey Decimal System

Ability to lift and move boxes of books, magazines, and other library materials

## SCHEDULE:

16 hours per week, consisting of weekdays 9:00am-1:00pm.

## NOTICES:

Equal Opportunity Employer. Employees must comply with the "New Jersey First Act".

## TO APPLY:

Interested applicants should submit [an application](#) and three (3) references to [jforbes@wmlnj.org](mailto:jforbes@wmlnj.org). Applications will be accepted until the position is filled. Phone calls will not be accepted in response to this job advertisement.

