



CURRENT VACANCY

POSTING DATES: January 6, 2022 THROUGH: January 20, 2022

JOB TITLE: Library Page / Part-Time
SALARY RANGE: \$15.00 / Hourly
DEPARTMENT/BUREAU: Rochester Public Library / Community Branches

TYPICAL WORK ACTIVITIES:


Sorts, shelves, and retrieves books and other lending materials;
Straightens and re-arranges items on shelves;
Sorts and distributes mail;
Boxes and un-boxes books and other lending materials;
Shelf reads to ensure materials are in proper order;
Searches for lost and missing books and lending materials;
Cleans tables, dusts and washes books;
May clean music or video disks;
Dusts book shelves;
May assist library patrons by locating books and lending materials, or indicating areas where requested materials are shelved.

MINIMUM QUALIFICATIONS:

None

DEADLINE FOR APPLICATION IS AT 5:00 PM ON Thursday, January 20, 2022. APPLICATION WILL BE ACCEPTED THROUGH THAT DATE IN ROOM 103A, CITY HALL. PLEASE **BE CERTAIN THAT YOUR APPLICATION IS COMPLETE** AND DESCRIBES ALL RELEVANT EXPERIENCE. APPLICATIONS WILL BE REVIEWED BASED UPON THE INFORMATION SUPPLIED. Resumes may accompany but will not be accepted in place of a City of Rochester employment application. Applications may be obtained at City Hall, on the City's website: www.cityofrochester.gov, or by sending a self-addressed, stamped envelope to Human Resource Management, City Hall, 30 Church Street, Room 103A, Rochester, NY 14614.

Application must be received or post marked by the final filing date; otherwise this application will be rejected.


Zaida Santiago, Staffing Consultant

EEO/Americans with Disabilities Act Employer