



PART-TIME POSITION AVAILABLE

**Library Page Position
Ossining Public Library
Starting Salary \$13.00/hr.**

The Ossining Public Library is seeking a detail-oriented person with a flexible schedule including, but not limited to evenings and weekends, to work in our library.

Position requirements:

- Must be able to understand and follow oral and written directions.
- Must be accurate and detail-oriented.
- Able to sort materials by alpha-numeric systems.
- Physically able to perform the requirements of the position.
- Courtesy and reliability are essential attributes.

Minimum training and experience:

- Must be at least 16 years of age.
- Working on or completed high school degree.
- Able to obtain working papers if needed.
- Friendly and outgoing personality is desirable.

Types of Work: (examples)

- Sorts and shelves all library materials.
- Shelf reads for accuracy and order, re-shelving as necessary.
- Searches shelves for lost/claims returned items.
- Provides simple, directional only, information to patrons.
- Clears all tables, chairs, window seats, and other work surfaces at the end of the shift or day.
- May be asked to shift materials on shelves and other related projects.

Please submit a completed [application](#) to:
MarieTrapasso, Circulation/Technical Services Manager
Ossining Public Library
53 Croton Avenue
Ossining, NY 10562
mtrapasso@wlsmail.org
(914) 941-2416 x304 (phone)
(914) 941-7464 (fax)