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|  | Charles County Public Library | | |
| | Open date: August 3, 2017 Close date: August 18, 2017 at 5:00 p.m. | Locations: Indian Head, MD | DISTRIBUTION: Internal and External Opportunity |
| | ISSUED BY: Jessica Cruse, Human Resources Associate | | |
| | SUBJECT: Page Position | | |

Part-time \$9.25 / hr. No benefits

Potomac Branch (8.5 to 12.5 hours per week)

Must be able to work weeknights and Saturdays

Closing Date: August 18, 2017 at 5:00pm

Charles County Public Library is seeking Pages for the shelving of materials, retrieval of library materials, and other related duties. This position serves under the direction of the Library Circulation Supervisor.

Duties:

Duties include but are not limited to the shelving of materials, retrieval of library materials, and other duties relative to the organization. Knowledge of the Dewey Decimal system helpful but not required.

Requirements:

- Must be able to work weeknights and Saturdays throughout the school year.
- Must be 14 years old or older and eligible for a work permit, if required.

Application Process

Interested current Charles County Public Library staff should submit a Request for Transfer/Promotion found on the Extranet, Page Application, and Cover Letter to Jessica Cruse, Human Resources Associate, Charles County Public Library, 2 Garrett Avenue, La Plata, Maryland 20646 by the closing date of August 18, 2017 at 5:00 p.m.

Interested external candidates should submit an application – found on the Library’s webpage at www.ccplonline.org to Ericka Robinson, Human Resources Manager, Charles County Public Library, 2 Garrett Avenue, La Plata, Maryland 20646 by the closing date of August 15, 2015 at 5:00pm. External candidates should also include a cover letter with their application and any Branch preference.

Note: Incomplete Page applications and documents will not be considered.

Charles County Public Library is an Equal Opportunity Employer that does not discriminate on the basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veterans' status or disabled veterans' status. Reasonable accommodations will be considered.