



## **Library Student Page Position - Part-time (2 vacancies) Cariboo Regional District Library 100 Mile House Branch**

Applications are hereby invited for two part-time positions of Student Page for the 100 Mile House Branch of the Cariboo Regional District Library System. The positions will include regularly scheduled shifts, including evenings and weekends, with the expectation that the incumbent will be available for short-term coverage for other Pages, when required. Both positions will work a total of 7 hours per week:

**Page #1:**           **Week 1** – Tuesday 6:00 pm – 8:00 pm and Saturday 12:00 (noon) pm – 5:00 pm  
                          **Week 2** – Wednesday 4:00 pm – 8:00 pm and Thursday 5:00 pm – 8:00 pm

**Page #2:**           **Week 1** – Wednesday 4:00 pm – 8:00 pm and Thursday 5:00 pm – 8:00 pm  
                          **Week 2** – Tuesday 6:00 pm – 8:00 pm and Saturday 12:00 (noon) – 5:00 pm

Primary responsibilities include collecting, sorting and shelving, collection of materials, such as books, videos, audio and magazines; monitoring and maintaining the appearance and order of books on shelves including identifying materials requiring repair or replacement; retrieving library materials from the collection, performing shelf reading; responding to patron inquiries including referring to appropriate staff, and reorganizing books to accommodate space requirements. Other related duties include performing library maintenance functions such as cleaning up and restocking supplies, and performing minor repairs to books. For a detailed job description, please visit Cariboo Regional District's website at [www.cariboord.ca](http://www.cariboord.ca).

Applicants must be attending school, have completed Grade 9 and have a Social Insurance Number. Applicants should possess a basic knowledge of the Dewey Decimal System, be physically able to carry books, push a loaded book truck, be self-motivated, efficient, and possess superior organizational skills. A demonstrated ability to work cooperatively and effectively with other staff and to deal pleasantly and tactfully with the public is essential.

This is a union position and is covered by the terms and conditions of employment as set out in the Collective Agreement between the Cariboo Regional District and the BC Government Employees Union. Accordingly, a standard probationary period will apply. The current hourly rate for a Student Page is \$11.97.

Applications will be accepted by the undersigned until **4:00 pm, Thursday, September 25, 2017**. Applications should be in the form of a résumé with an accompanying letter detailing qualifications and experience relative to the position.

*The Cariboo Regional District thanks all applicants; however, only those candidates selected for an interview will be contacted.*

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# CARIBOO REGIONAL DISTRICT

## JOB DESCRIPTION

Group:

Working Title: Page

Dept.: Library

Classification Title: Page

Date: February 20, 1998

Grid Level: 2

### **PRIMARY FUNCTION:**

To collect, sort and shelve library collection materials

### **JOB DUTIES AND TASKS:**

1. Collect, sort and shelve library collection materials:
  - a. collect, sort and shelve collection materials such as books, videos, audio tapes and magazines
  - b. monitor and maintain appearance and order of books on shelves including identifying materials requiring repair or replacement
  - c. retrieve library materials as required
  - d. perform shelve readings
  - e. respond to inquiries from patrons including referring to appropriate staff as required
  - f. reorganize books as required to accommodate space requirements
2. Other related duties:
  - a. perform library maintenance functions as required such as cleaning up and restocking supplies
  - b. perform minor repairs to books

### **SUPERVISION RECEIVED:**

Library Technician I or II

### **SUPERVISION/DIRECTION EXERCISED:**

Provide orientation to new employees as required

### **PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Shelve and retrieve library materials from collections; operate various library equipment such as photocopier, photocopier, fax machine and computer.

### **FINANCIAL RESOURCES:**

Purchase pre-authorized items and receives reimbursement from petty cash

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*