



# TOWN OF MANCHESTER



## POSITIONS AVAILABLE

### LIBRARY PAGE Manchester Public Library

**\$10.10 per hour/up to 19 hours per week  
Afternoons, Evenings and Weekend Hours**

**CLOSING DATE: Friday, May 5, 2017**

(Applications must be received in the Human Resources Department by 4:30 p.m.)

**SUMMARY OF POSITION:** Accurately re-shelve library materials using the Dewey Decimal system and other call number schemes. This includes manipulating heavy books, bending to reach lower shelves and stretching to reach upper shelves. It also includes moving book-trucks of books from floor to floor by using the library book elevators/dumbwaiters, and shifting materials to accommodate space needs. It may include balancing on a step stool to reach high shelves. Locate and retrieve materials (books, magazines, newspapers, etc.) for Library staff when paged and directed by intercom. Shelf-read, which is to check for the correct alphabetical or numerical order of items on the shelf. Organize work assignments and be self-directed after completion of training. Complete additional tasks which may include checking in newspapers and preparing them for use by readers, delivering supplies to library service desks, depositing daily outgoing mail in a nearby mailbox, and other special assignments as needed.

**JOB REQUIREMENTS:** Completion of at least two (2) years of high school. Must be mobile and able to push, pull and lift objects up to 50 pounds. Able to walk and stand for prolonged periods and bend and stretch to reach high and low shelves. Able to perform manipulative tasks such as writing, shelving books and skills which require hand-eye coordination such as using a computer mouse and keyboard. Must be able to see objects closely, as in typing, filing or reading a document. Able to communicate effectively orally or in writing. Must be able to understand and follow oral or written instructions. Must be able to concentrate on fine detail with some interruption, attend to task for 45-60 minutes at a time and remember multiple assignments given over long periods of time. Must be able to work professionally with co-workers, supervisors, customers and the public at large. May be exposed to dust, fluctuation in inside temperatures and electro-magnetic radiation from computer screens.

**EXAMINATION WILL CONSIST OF:** Page written examination with a passing score of 70%.

Applications and job descriptions are available in the Human Resources Department, 41 Center Street, P.O. Box 191, Manchester, CT 06045-0191 or by calling the Recruitment Information Line (860) 647-3170. Applications must be in the Human Resources Department by 4:30 p.m. on Friday, May 5, 2017. The Town reserves the right to limit the number of applications it accepts. **No faxed or e-mailed resumes or applications will be accepted.**

*The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.*

**The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.**