

	Charles County Public Library		
	Open date: December 6, 2018 Close date: December 20, 2018 at 5:00 p.m.	Locations: Potomac Branch	DISTRIBUTION: Internal & External
	ISSUED BY: Marina Turner, Human Resources Associate		
	SUBJECT: Page Position		

Part-time: \$10.10 per hour, 12 hours per week, non-benefited

Schedule: Tuesday 4:15-8:15
Thursday 4:15-8:15 (every other, when off on Saturday)
Friday 1:15-5:15
Saturday 1:15-5:15 (every other)

Closing Date: December 20, 2018 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, Resume and Cover Letter to: Human Resources via email by the closing date. External candidates should send application, resume and cover letter to Human Resources via email to hr@ccplonline.org or send to the address below. Applications can be found on the Library's website at www.ccplonline.org.

2 Garrett Ave.
La Plata, MD 20646
ATTN: Marina Turner, HR

Note: Due to the high volume of applications we receive, we are unable to provide status updates. Each application is carefully reviewed. If you are selected for a phone or in person interview, you will be contacted directly by the Human Resources Department. Incomplete 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.