

**Berwyn Public Library  
Staff Vacancy**

Position:	<b>Page</b>
Salary:	\$8.00-\$8.25 hourly
Schedule:	15 hours per week, evenings, and weekends
Application Period:	December 21, 2015
Start date:	January 2016

**DISTINGUISHING FEATURES OF WORK:**

Under the direction of the Collection Management Department Head or appointee, sorts and shelves library materials.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Shelves all library materials in the correct order; shifts as needed; and reads shelves.
2. Straightens tables and chairs; shelves items that are lying on tables and shelves. Maintains the neat and orderly appearance of the library.
3. Loads and moves fully loaded double-sided book carts.
4. Answers directional questions.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

**EDUCATION:**

Must be 16 years old or furnish a work permit. Must pass Page Test.

Applications can downloaded at <http://www.berwyn-il.gov/employment> or  
picked up and returned to  
City of Berwyn, 6700 West 26<sup>th</sup> Street, Berwyn IL 60402 or  
Berwyn Public Library, 2701 S. Harlem Ave, Berwyn IL 60402.

All City of Berwyn applicants will be afforded equal employment opportunity without discrimination because of race, color, religion, sex, martial status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, military status or unfavorable discharge from military service.