

City of Tempe  
Temporary Employment

Tempe Public Library • 3500 S. Rural Road Tempe, AZ 85282 • 480-350-5514

**Library Page**  
**Tempe Public Library**

**Opening-**

**Closing Date:** Ongoing recruitment until the needs of the city are met.

**Salary:** \$ 9.00 per hour

**Note:** This position is part-time, temporary. It does not include benefits.

**Hours:** Maximum of 19.5 hours per week. Flexible weekly schedule includes morning, afternoon and evening shifts of 4 – 6 hours. Hours will vary between 8:15 AM – 8:15 PM Monday through Saturday, and 11:15 AM – 5:15 PM Sunday.

**Minimum  
Qualifications:**

- Basic computer skills utilizing keyboard, mouse and scanner.
- Ability to understand and follow oral and written instructions.
- Ability to sort and shelve library materials in alphabetical and numerical order.
- Ability to work independently in an efficient manner.
- Ability to work effectively and cooperatively with co-workers.

**Additional**

**Requirements:**

- Ability to:
- Stand, walk and bend for up to 6 hours.
  - Push wheeled book carts weighing up to 200 pounds.
  - Lift books continually for up to 6 hours.
  - Bend and kneel to reach books on bottom floor-level shelf.
  - Reach overhead to shelve books weighing up to 3 pounds.
  - Perform repetitive hand, arm and body movements.

**Representative  
Job Functions:**

- Retrieve materials from book drops.
- Sort and shelve library materials in alphabetical and numerical order, according to library classification system.
- Maintain accuracy of library materials on shelves.
- Check in library materials using the library automated computer system.
- Inspect and clean materials and bookshelves.
- Maintain appearance of work and public areas.
- Assist patrons loading and unloading donated books.
- May provide training for new staff and volunteers.
- Perform routine support tasks.
- Assist patrons to provide quality and seamless customer service.

**Selection  
Process:**

Applications are available at <http://www.tempe.gov/library/about/application.pdf> and at the Tempe Public Library. Please submit completed applications to the Library. All applications will be kept on file for 6 months. Library staff will review and screen the applications and will contact those candidates they wish to interview.