

**CITY OF COLUMBIA HEIGHTS
EMPLOYMENT OPPORTUNITY**

November 6, 2019

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| POSITION: | LIBRARY PAGE |
| DUTIES: | Work includes sorting, shelving, and locating library materials; preparing materials for lending; maintaining the appearance of library spaces; providing customer service. |
| REQUIRED QUALIFICATIONS: | Reliability; ability to work with computer applications; clear communication skills; ability to sort alphabetically and numerically; ability to handle money and count change. |
| DESIRED QUALIFICATIONS: | Work experience in a retail, service, or library environment. |
| HOURS: | Approximately 14 hours per week average. Applicants must be available to be scheduled anytime on Mondays 4 – 8 PM, Tuesdays 4 - 8 PM, Wednesdays 4 - 8 PM, Thursdays 3 - 5 PM, Fridays 3 - 5 PM, and Saturdays 10:45 AM - 4 PM. |
| WAGE RANGE: | \$12.25 to \$15.31 per hour |
| APPLICATION PROCEDURE: | City applications are available at the Columbia Heights Public Library, Columbia Heights City Hall, online at www.columbiaheightsmn.gov , by e-mailing Nancy Becker at nbecker@columbiaheightsmn.gov or by calling 763-706-3606. A City application form must be completely filled out and returned to the Library Director, Columbia Heights Public Library, 3939 Central Avenue NE, Columbia Heights, MN 55421 or rdougherty@columbiaheightsmn.gov . Applications will be accepted until 4:30 pm Friday, December 27, 2019. In addition, applicants may submit any other data they feel is pertinent to their consideration. Resumes will be accepted in addition to, but not in lieu of, a city application. |
| CLOSING DATE: | Applications accepted until 4:30 pm, Friday, December 27, 2019. |

**AN EQUAL OPPORTUNITY EMPLOYER
M/F/H/V**

**The City of Columbia Heights does not discriminate on the basis of disability
in employment or the provision of services.**