

**CITY OF COLUMBIA HEIGHTS  
EMPLOYMENT OPPORTUNITY**

November 6, 2019

- 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](http://www.columbiaheightsmn.gov), by e-mailing Nancy Becker at [nbecker@columbiaheightsmn.gov](mailto: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](mailto:rdougherty@columbiaheightsmn.gov). Applications will be accepted until 4:30 pm Wednesday, November 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, Wednesday, November 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.**