

LA GRANDE

CITY OF

THE HUB OF NORTHEASTERN OREGON

Human Resource Department 1000 Adams Ave, La Grande, OR 97850 Phone 541- 962-1319 Fax 541-624-5817

**JOB ANNOUNCEMENT**

**Opens on June 20th first review will be on July 11, 2022**

**Open until filled**

The City of La Grande is accepting applications for the following position:

**Library Page**

**GENERAL STATEMENT OF DUTIES:**

Performs routine clerical work involving basic library services to patrons and supports the work of the Library Director and Library Technicians. Work involves responsibility for routine circulation, shelf maintenance and clerical functions using automated circulation system. Duties include checking books in and out, shelving library materials, data entry, cash handling/monetary transactions, and answering telephones. The work requires that the employee have some knowledge, skill and ability in library clerical functions. This is a position that requires a flexible, customer service-oriented person.

**MANDATORY REQUIREMENTS:**

* High School diploma or equivalent.
* Previous customer service experience.
* Computer/Technology proficient.

**SALARY: $12.50 an hour**

**BENEFITS:**

Oregon paid sick leave

**APPLICATION PROCEDURE;**

Must complete and return a City of La Grande job application prior to the 1st review date to be considered in the first review process.

A job application and job description can be found on our City’s website at [www.cityoflagrande.org](http://www.cityoflagrande.org).

Return completed job application to: Cari Markham, Human Resources, City of La Grande, 1000 Adams Avenue La Grande, Oregon 97850, Faxed to 541-624-5817 or Emailed to [cmarkham@cityoflagrande.org](mailto:cmarkham@cityoflagrande.org).

**EEO Employer**