



**Jersey City Free Public Library**  
**Department of Personnel**



**472 Jersey Avenue | Jersey City, NJ 07302**  
**P: 201.547.4500 | F: 201.209.9593**

**Job Title: Library Page (2 Vacancies)**

**Department: Library Services**

**Work Status: Part-Time (up to 20 hours per week)**

**Location: Miller and Heights Branches**

*\*Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for the employee for this job. Duties, responsibilities and activities, may change at any time with or without notice.*

The Jersey City Free Public Library is looking for a part-time Library Page to record and return books, equipment and other materials into or out of the library system.

**Job Duties:**

- Collects payments or fees.
- Answers questions about applications of regulations or policies.
- Organizes library materials for convenient access.
- Operates standard office machines, such as copiers or calculators.
- Searches library for misplaced books, materials, and equipment.
- Informs individuals of library services.

**Essential Skills:**

- Ability to learn to use the Dewey Decimal System.
- Ability to compare written and printed material for accuracy.
- Ability to read with comprehension.
- Ability to follow oral and written orders, directions, or plans.
- Knowledge of general vocabulary, spelling and of standard English grammar.

**To apply for this job with the Jersey City Free Public Library, please email your resume as a PDF attachment and note the position and location you are applying for in the subject line to [HR@jclibrary.org](mailto:HR@jclibrary.org)**

**Please note that this role is subject to the residency requirements set forth by the NJ first Act.**