

PT LIBRARY PAGE

Description

Beaumont Library District is seeking a driven and energetic individual with a genuine passion for serving the public to fill the position of PT Library Page. This entry-level position will process items returned to the library, assist with setting up programs and equipment, and general daily upkeep of the library collection.

The Library District serves 65,000 residents of the San Geronio Pass east of urban Los Angeles and west of the Palm Springs desert communities. We are looking for an individual who desires variety, challenge, and immersive public contact in their employment, working with a growing community and contributing to the overall development of the library. The Library is undergoing an expansion and renovation project, to be completed in February 2027.

Under the direction of a Supervising Librarian and the general direction of the Library Director, the Library Page position performs a variety of duties relating to the checking-in, shelving, and arranging of library materials. Position may be temporary or permanent part-time, depending on the needs of the library.

Requirements

The ideal candidate will be able to:

- Sort and shelf library materials according to alphabetical and numerical order.
- Clear tables of books, magazines, and other library materials; empty book drops.
- Keep library neat and orderly; maintain materials in order on shelves; regularly perform shelf reading to assigned area.
- Check-in library materials.
- Lift, carry, pack and unpack library deliveries and donated books.
- Inspect returned items for damages.
- While on the floor, provide minimal directional assistance, refer questions to appropriate person.
- Perform simple custodial duties.
- Search for specific materials to fill patron requests.
- Assist in processing books and other library materials.
- Moves chairs, tables and equipment to set up library for meetings and special events.
- Perform other duties of a similar nature and level as assigned to address organizational needs and changing organizational practices.
- Work mornings, afternoons, evenings, and weekends.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Minimal computer functions.

- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Organize materials alphabetically and numerically.
- Learn the types and uses of library materials.
- Communicate effectively both orally and in writing; understand and follow both verbal and written instructions.
- Work accurately, efficiently, and independently, and take initiative in completing work assignments.
- Handle the physical aspects of the job such as pushing/pulling book carts, lifting and carrying boxes of books, reaching and stooping with several books in hand, and seeing call numbers on bottom and top shelves.

EDUCATION AND EXPERIENCE:

This is an entry-level position; no experience is necessary. High school graduation is not required.

PHYSICAL DEMANDS:

Typical public library environment, subject must be able to stand or sit and maintain a stationary position for extended periods; operate office equipment; walk or move within the property; bend/stoop/kneel or position self for shelving, filing, or other purposes; and lift or push or move up to 50 pounds; push book carts weighing up to 200 pounds. Physical mobility and physical strength to lift, carry, or assist others with walking is a requirement of this position. The employee must possess hearing and speech to communicate in person before groups, and over the telephone; possess specific vision abilities required by this job including close vision, distance, vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an incumbent encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform typical tasks.

Most work is performed in an office setting within a public library, although there may be exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

WORKING CONDITIONS:

Weekend and evening work are required.

Pay Range: \$16.90 per hour

Deadline: August 3, 2026 (first consideration will be given to earliest applicants)

To apply for this exciting career opportunity, please submit a cover letter and application to:

Laura Cook, Business Manager
Beaumont Library District
125 East Eighth Street
Beaumont, CA 92223
Email: laura.cook@myBLD.org

To learn more about Beaumont Library District, visit our website at myBLD.org