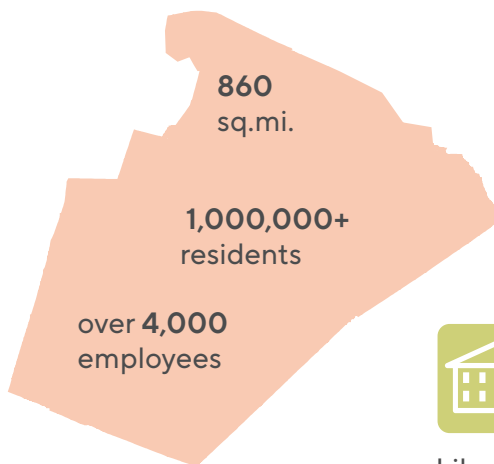


WAKE COUNTY PUBLIC LIBRARIES

Wake County Government



Consistently rated as one of the best places to live and work.



Libraries are part of **Community Services** with over **400** employees.

County Core Values:

- Act with respect, dignity and integrity
- Be accountable
- Foster diversity, equity and inclusivity
- Work together
- Strive for excellence
- Nurture health and well-being
- Serve with passion and empathy

The Library System



Our mission is to instill the love of reading and to foster the pursuit of knowledge for the residents of Wake County.

Organizational Structure



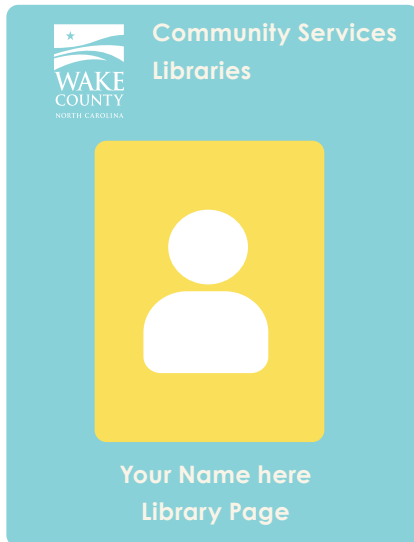
The Library System By the Numbers

- **8** Regional Libraries
- **13** Community Libraries
- **2** Specialty Libraries
- Visits **3,400,000+**
- Circulation **12,000,000+**
- Programs **9,000+**

Wake County
Public Libraries

POSITION: PAGE, COLLECTION DEVELOPMENT SERVICES

What do CDS pages do?



Hiring Rate



\$11.87 per hour



Schedule

18 hours per week
Mon-Fri between the hours of
9 a.m. and 4 p.m

Responsibilities

- Book Donations - Assist library members with book donations; unpack donation boxes, sort, and repack boxes for book sale storage
- Book Inventory - Sort and shelve library materials in alphabetical and numerical order; unpack and review boxes delivered from library locations; pull books from shelves and pack in outgoing boxes for library delivery
- Uses computer system to check in and maintain central book inventory
- Work on special projects, including inter-library loans, book processing and new library projects

A Successful CDS Page

- Is dependable, punctual and detail-oriented
- Has the ability to read regular sized print, as well as sort and file both alphabetically and numerically
- Possesses basic technology skills in order to use the library's computer system
- Is able to stand, carry, reach, squat and bend for long periods of time
- Possesses the ability to lift 40 lbs. and push heavy carts

LEARN MORE: WAKE.GOV/LIBRARIES