



NOTICE OF POSITION OPENING

Highland Library is seeking a **Library Page** to help keep our library neat, organized and materials easily findable. Pages shelve books, DVDs, CDs, audiobooks and other materials, search for lost items, 'read' shelves and handle other projects such as cleaning materials. The Highland Library has materials located on two levels, with a sorting area on the main floor.

Position:

**Library Page
Part-Time**

Part-time, 10 hours per week, generally scheduled in two-hour shifts over five days. No benefits accompany this position.

Salary:

\$9.25 per hour.

Job Goal:

To make Library materials readily available and easily accessible to the public. To assist in the efficient operation of the Library so that it can be effective in its role in the community.

Primary Job Duties:

- * Foster a pleasant and inviting atmosphere
- * Assist with overall maintenance and orderliness of library's collections, display areas and department areas
- * Sort, shelve and file books, DVDs, CDs, and other materials
- * Empty book returns and delivery bins
- * Identify materials in need of repair or cleaning
- * "Read" shelves to keep materials in proper order and easily findable
- * Direct patrons to reference staff for assistance
- * Assist in routine clerical work
- * May assist staff or public with office machines such as photocopiers or printers
- * Other related duties may be assigned

Job Requirements: Applicant should possess many of the following qualifications:

- * Completion of at least 9th grade
- * Ability to arrange items in alphabetic, numeric or Dewey decimal order
- * Knowledge of Dewey Decimal classification system
- * Ability to follow oral and written directions
- * Ability to work independently and manage time well
- * Respect for patron privacy, confidentiality and diversity
- * Ability to work effectively with and in cooperation with other library staff
- * Physical ability to lift, reach, bend, stand, stoop and carry up to 50 pounds is necessary
- * Physical ability to push/pull wheeled carts of materials weighing up to 150 pounds

Submit Resume To:

Marion Reed, Circulation Supervisor
Highland Township Public Library
444 Beach Farm Circle, Highland, MI 48356

Application Deadline:

Apply by 5 p.m., October 1, 2019

Highland Township Public Library is located ten miles east of the US-23 Hartland exit, twenty-five miles west of Pontiac, on the north side of M-59, east of Milford Road. The Highland Library is an equal opportunity employer. For further information please call 248-887-2218.

APPENDIX 3: JOB DESCRIPTIONS HIGHLAND TOWNSHIP PUBLIC LIBRARY

TITLE: Library Page

JOB REQUIREMENTS:

Applicant should possess many of the following qualifications:

1. Completion of at least 9th grade.
2. Ability to arrange items in alphabetical and numerical order.
3. Knowledge of Dewey decimal classification system.
4. Ability to follow oral and written directions.
5. Knowledge of arithmetic including simple decimals.
6. Ability to work effectively with the public and other employees.
7. Ability to work independently.
8. Good time management skills.
9. Respect for patron privacy and confidentiality, and for diversity.
10. Physical ability to lift, carry, reach, bend, stand and stoop is necessary.

REPORTS TO: Circulation Supervisor

JOB GOAL: To make Library materials readily available and easily accessible to the public.
To assist in the efficient operation of the Library so that it can play its effective role in the community.

PRIMARY PERFORMANCE RESPONSIBILITIES:

1. Sort, shelve and file books, periodicals, pamphlets, movies, audio and other library materials.
2. Empty book returns and delivery bins.
3. Identify materials in need of repair or cleaning.
4. "Read" shelves to keep materials in proper order.
5. Maintain neat and orderly appearance of library collections.
6. Assist in routine clerical work.
7. May assist staff or public with office machines such as photocopiers or printers.
8. Other related duties as may be assigned.

TERMS OF EMPLOYMENT: Temporary employee. Part-time work schedule to be determined by the Library Director. Wages in accordance with adopted Board policy. No fringe benefits accompany this position.

EVALUATION: Performance of this job will be evaluated by the Circulation Supervisor and Adult or Youth Services Department Head in accordance with Board policy.