



Position: Library Page

General Summary:

Under supervision of Department Heads, performs a variety of basic clerical and task operations of the library including shelving of materials, reading shelves, processing interlibrary loan materials, and special projects. Training period of 90 days.

Essential Functions:

1. Shelves books, magazines and other materials;
2. Reads shelves to keep material in proper order;
3. Pulls requested items for interlibrary loans;
4. Packs and labels interlibrary loan materials;
5. Assists with donated items;
6. Helps maintain new and other book displays;
7. Dusts and cleans shelves, books and other materials;
8. Other duties as assigned; some tasks may vary between library branches.

Employment Qualifications:

Education: Completion of high school or equivalent required. Must be able to alphabetize and put things in numerical order. Basic computer skills desired.

Experience: This is an entry-level position; no prior library experience is required.

Other requirements: Must have a valid driver's license and reliable transportation.
Ability to work varied shifts including days, evenings, and weekends.

The qualifications listed above are intended to present the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements and working conditions listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

Physical Requirements:

- a.) Stooping, bending and kneeling and reaching to shelve or retrieve books.
- b.) Ability to lift bags of trash and piles of books, and push and maneuver book carts.
- c.) Prolonged periods of standing to perform shelving and shelf reading tasks.

Working Conditions:

- a.) Exposure to books and other materials with molds, mildews and dust.
- b.) Requires some travel to branch library.

Schedule:

Part time; 20 hours a week; includes days, evenings, and every other Saturday.

Schedule is subject to management change, but expected to be the following:

Weeks One and Three:

Monday: Imlay 4:00 – 8:00 pm

Tuesday: Attica 11:00 am – 3:00 pm

Wednesday: Imlay 4:00 – 8:00 pm

Thursday: Attica 3:00 – 7:00 pm

Friday: Imlay 1:00 – 5:00 pm

Weeks Two and Four:

Monday: Imlay 4:00 – 8:00 pm

Tuesday: Attica 11:00 am – 3:00 pm

Wednesday: off

Thursday: Attica 3:00 – 7:00 pm

Friday: Imlay 1:00 – 5:00 pm

Saturday: Imlay 11:00 am – 3:00 pm

Salary:

\$9.45 per hour.

Application Deadline

January 18, 2019.

To Apply

Please send or hand deliver a current resume and cover letter to:

Ruth Hughes Memorial District Library
Attn: Tracy Aldrich, Director
211 N. Almont Ave.
Imlay City, MI 48444