



Job Description

Position: Library Page

Rate of Pay: \$12.48 starting wage -- 9-16 hours per week - hours will vary based on need. Schedule may include afternoon, evening and weekend hours.

Description:

Under the supervision of the Circulation Supervisor and the Library Assistants, Library Pages will be responsible for shelving all materials returned to the Library and making sure the Library shelves are neat, organized and presentable.

Duties:

- Re-shelve returned materials
- Shelf read the books on the shelf to ensure they are in the proper order
- Process new books, for example, place contact paper on paperback books, place "New" labels on new materials, etc.
- Other duties as assigned

Requirements:

- Must be at least 16 years old
- Able to arrange materials alphabetically and in proper numerical sequence
- Possesses strong organizational skills and attention to detail
- Able to work independently while completing tasks
- Can repeatedly bend, stoop, and stretch and reach high and low shelves
- Able to push and pull loaded book carts
- Have schedule flexibility, including evenings and weekends
- Accurately follows oral and written instructions
- Interacts tactfully and courteously with patrons and other employees

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