

P I N C K N E Y C O M M U N I T Y P U B L I C L I B R A R Y

Job Description

Position: Library Page

Hours: 10 - 15 hours per week over Summer; 5 – 10 hours over Fall and Winter (will vary based on need; schedule will include afternoon, evening and Saturday hours)

Requirements: Interest in books and reading; must be age 16 or older; ability to file alpha-numerically; ability to bend, reach and lift up to 40 pounds; punctual and reliable; positive public service attitude.

Rate of Pay: (\$12.00 per hour for the first 90 days) \$13.73 per hour

Closing Date: Until position is filled.

Description:

Under the direct supervision of the Librarians and the Library Assistants according to established Library procedures, Library Pages perform tasks necessary to keep books and other library materials in order, assist staff, does light cleaning, and performs other duties as assigned.

Principal Duties and Responsibilities:

- Sort materials by spine label onto book carts, and then shelve materials in the proper collection area/s
- Maintain shelf order by reading shelves daily, shifting materials on shelves as needed, and identifying materials in need of repair
- Keeping the reading/sitting areas neat and orderly
- Answer directional questions only
- Cleaning and other duties as assigned

Knowledge and Ability:

- Knowledge of basic library functions and the Dewey Decimal Classification System required
- Ability to arrange items in alphabetical and numerical order required
- Ability to learn work procedures, follow written and oral instructions, and work effectively with other people is necessary
- Ability to work independently, use good judgment and support a positive customer service attitude in the library is necessary

OTHER REQUIREMENTS: Visual acuity necessary to retrieve library materials from shelves or storage areas. Physical agility to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials weighing up to 40 pounds. Hearing ability to answer telephone and patron inquiries. Manual dexterity and visual acuity necessary. Ability to operate a variety of equipment including computer, fax and copy machine.

How to Apply:

All applications for employment must be made on the **Pinckney Community Public Library application form** and completed in full. Please attach a resume if available. (Note: Resumes will not be accepted or evaluated in lieu of the official application form.) Mail or email application forms and resume (references will be requested after the interview process) to:

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