**Alvah N. Belding Memorial Library**

**Library Page – Part-Time (8-10 hours/week; starting at $11/hr)**

**JOB SUMMARY:**

To perform basic page functions such as shelving materials, organizing materials, straightening shelves, and shelf reading.

**SUPERVISION:**

Works under the immediate supervision of the Circulation Manager, or the Library Director.

**EXAMPLES OF DUTIES:**

* Organize library materials.
* Replace books, magazines and other library holdings on shelves according to lettering or numbering sequences.
* Assist in assuring accurate library shelving by shelf-reading and straightening of materials, as needed.
* Assist in transporting books from floor to floor.
* Empty the book drop.
* Help with any necessary shifting of materials.
* Straighten the library by returning items to shelves, keeping the library tidy, and straightening tables and chairs.
* Perform related work as required.

**KNOWLEDGE AND ABILITIES:**

* Is able to work with a minimum of supervision individually as well as with others, and regularly takes personal initiative to execute work responsibilities.
* Works in a pleasant and effective manner with customers, co-workers, other departments, and agencies.
* Has a working knowledge of computers, automated search methods, and effectively uses the various information access methods available in a contemporary public library with a high degree of proficiency and accuracy.
* Demonstrates a working knowledge of library practices.
* Enjoys reading and using materials commonly found in libraries and helping others of all ages enjoy and use library resources.

**PHYSICAL DEMANDS OF POSITION:**

* Physical ability to stand for long periods of time.
* Physical ability to push/pull fully-loaded book carts.
* Physical ability to lift/carry materials weighing up to 40 pounds.
* Ability to place and retrieve materials on shelves above shoulder-level and below knee-level.
* Ability to carry a reasonable selection of materials between places where they are stored and where they are used within the library.
* Must be able to hear normal sounds, distinguish sound as voice patterns, and communicate through human speech; use of telephone.

**OTHER REQUIRED SKILLS:**

* Communication; excellent customer service skills.
* Technical; the ability to work directly and personally with personal and office computers, associated peripheral equipment, and related library application programs.
* Recurring intellectual effort is required to maintain a current knowledge of library resources, literature, and information resources.
* Ability to comprehend and follow instructions; in verbal or written form.
* Ability to work well with other staff members.

**WORKING CONDITIONS:**

* Inside work environment
* Flexible work hours; some evening and weekend hours.

**EDUCATION AND EXPERIENCE:**

* Must be 16 years of age and/or have a work permit obtained from their high school.

**PERSONAL ATTRIBUTES:** Ability to deal with associates and the public in a courteous manner; ability to make decisions of other than a routine nature in order to meet controlling conditions; neat personal appearance; emotionally stable; pleasing manner.

*This job description is not, nor is it intended to be, a complete statement of all duties, functions, and responsibilities which comprise this position.*

Application is available at www.alvahnbeldinglibrary.org. Resumes may be submitted with the application, but will not be accepted in lieu of application. Applications will be accepted until 5:00 p.m. on Friday, August 23, and should be submitted to:

**Alvah N. Belding Memorial Library -or- emailed to:**

**Britney Dillon, Library Director bdillon@alvahnbeldinglibrary.org**

**302 E Main St subject line: CLERK POSITION**

**Belding, MI 48809**

**Applications may also be dropped off in person at the library in a sealed envelope, addressed to the Director.**