

Harper Woods Public Library

Library Page

- Classification:** Part-Time, hourly, non-exempt, at-will employment
- Probationary Period:** Six Months
- Hours:** Approximately 6 to 18 hours per week
- Scheduling:** Includes weekdays and evenings; some weekends required
Work shifts are typically 2 to 5 ½ hours and will vary depending on the library's scheduling requirements

Position Summary

Under the direction of the Circulation Supervisor, library pages provide support services to all departments of the library.

Job Responsibilities

- Assist the librarians daily with tasks as assigned
- Shelf and shelf-read library materials
- Help to maintain the overall appearance of the library
- Clean computer equipment
- Empty Book Drop throughout shift
- Assist with Friends of the Library materials
- Assist the circulation supervisor daily with tasks as assigned
- Maintain straight, neat and organized shelving areas
- Check shelves for overdue materials
- Monitor computer stations and staff areas for scrap paper and writing utensils daily
- Take out recycling bins and waste materials; hand shovel public walkways as assigned
- Perform opening or closing procedures as scheduled

Other duties as assigned

Qualifications:

- 15 years of age prior to submitting an application
- Proficiency to organize work and perform multiple tasks with minimal supervision
- Enthusiastic and positive public service orientation
- Capability to handle confidential information in an appropriate and secure manner
- Ability to work and communicate with senior staff members in a professional and courteous manner
- Although not required, previous experience in the Library Volunteer Program is desired