

YPSILANTI DISTRICT LIBRARY
Job Description: Library Page

Classification: Library Page
Department: YDL—Whittaker Road
Reports to: Customer Services Coordinator

Nature of Work:

Under the general supervision of the Customer Services Coordinator, the Library Page is primarily responsible for checking in and shelving library materials in either alphabetical or Dewey Decimal order, replacing misplaced materials, straightening shelves, and performing other related tasks.

Essential Duties and Responsibilities:

1. Checks in, sorts, shelves, and replaces books, newspapers, periodicals, and audio-visual materials;
2. Scans shelves to assure that materials are properly arranged;
3. Sorts items in poor condition and routes to supervisor;
4. Straightens library furniture & clears surfaces of un-shelved materials;
5. Assists with opening and closing procedures;
6. Demonstrates positive public service attitude;
7. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and works cooperatively to provide excellent public service;
8. Other duties as assigned.

Minimum Qualifications:

Knowledge of English alphabet and ability to learn Dewey Decimal System. Understand and follow oral and written directions in the English language. Ability to work independently and cooperatively with others. Basic computer skills and the initiative to learn the library's information system. Strong organizational skills and attention to detail. Enthusiastic, friendly, and approachable. Must be 16 years of age or older.

Physical Requirements:

1. Talking – required while communicating with patrons and staff.
2. Hearing –required when communicating with patrons and staff.
3. Sight – constantly required when performing shelving functions.
4. Lifting and carrying up to 30 pounds.
5. Pushing a loaded book cart long distances (over 20 feet).
6. Moving throughout the library building.

Working Conditions:

12-19 hours per week at the YDL –Whittaker Rd. Location.
Scheduled shifts will include days, nights, Saturdays, and Sundays.
Non-union position.
No health benefits or paid holidays offered.

Salary:

\$9.65 (minimum wage).

To apply, please complete the YDL application for employment (<http://www.ypsilibrary.org/content/jobs>). Return to any YDL location or mail to:

YPSILANTI DISTRICT LIBRARY
Attn: Human Resources
5577 Whittaker Rd.
Ypsilanti, MI 48197