

CIDL

CLARKSTON INDEPENDENCE
DISTRICT LIBRARY

Innovate. Enrich. Educate.

t 248.625.2212

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6495 Clarkston Road
Clarkston, MI 48346

Part-Time Page

Salary: \$10.50-\$13.00 per hour

Hours: 8-27.5 hours per week, including some evenings and weekends

Job Duties

Duties include but are not limited to:

- Shelve and shift library materials
- Perform shelf reading to keep library materials in correct order and report problems with shelf organization
- Direct patrons to Reference Staff for assistance
- Perform shelf-checks for circulation staff
- Empty book drop
- Assist in opening and closing procedures
- Assist with projects as requested by full time staff

Job Requirements:

- At least 18 years old
- Knowledge of alphabetical system of arrangement and familiarity or ability to learn the Dewey Decimal System.
- Able to read book labels
- Strong organizational skills, mental alertness, and attention to detail
- Able to work independently and be self-directed in completing tasks
- Physical mobility, vision, hearing, and manual dexterity essential.
- Able to continually bend, stoop, and stretch and to reach high and low shelves.
- Able to continually lift, push, pull, or carrying objects weighing up to 50lbs.
- Able to stand for long periods of time
- Schedule flexibility a must, including nights and weekends. Library is open 7 days a week.
- Able to follow oral and written instructions.
- Able to deal tactfully, courteously and effectively with patrons of all ages and with other employees.

Reports to: Head of Circulation