

**MOUNT CLEMENS PUBLIC LIBRARY**  
**Job Description**

**Job Title:** Page  
**Hours:** Part time, 15 hours per week, including evenings and weekends  
**Reports To:** Head of Adult Services  
**Salary:** \$10.00 - \$13.00 per hour

**NATURE AND SCOPE OF POSITION:**

Under the direction of the Head of Adult Services, the Page will provide direct and varied patron services, including but not limited to sorting and shelving of returned library materials, locating materials for holds and interlibrary loans, preserving the physical appearance and order of the collection through shelving and shelf reading, and creating a safe, welcoming, and stimulating environment.

**SPECIFIC DUTIES:**

- Sort materials for shelving
- Return materials to their physical locations within the library
- Transports collection bins inside the library
- Search for missing or improperly shelved materials using reports and shelf checks
- Verify materials are located correctly on the shelf via shelf reading
- Shifts materials on shelves to create necessary space for library materials
- Assist with processing materials
- Assisting supervisor with special projects
- Ensure safety and code of conduct are followed by patrons
- Refers information requests requiring professional assistance to librarians
- Attend continuing education courses and trainings
- Other duties may be assigned

**JOB REQUIREMENTS:**

- Demonstrate oral and written communication skills
- Demonstrate computer skills
- Demonstrate time management and organizational skills
- Working knowledge of Dewey Decimal system
- Good public service attitude

**PHYSICAL REQUIREMENTS:**

- Ability to push/pull carts of books and other materials (weighing up to 100 pounds)
- Ability to carry large or cumbersome books (weighing up to 15 pounds)
- Ability to lift, bend, stand, or stoop to sort and shelve materials
- Ability to read and discern computer screens and book labels

**TO APPLY:**

Send resume and cover letter to Katie Barnes at [kbarnes@mtclib.org](mailto:kbarnes@mtclib.org)  
The Mount Clemens Public Library does not acknowledge receipt of applications.  
The Mount Clemens Public Library is an equal opportunity employer.