# **Notice of Vacancy/Job Posting**

**Position:** Library Page

**Location:** Fraser Public Library

**Salary and Hours:** Part-time Non-Union position $7.50 per hour; hours vary

***JOB POSTING***

**From Thursday, March 20 until Thursday, April 3, 2014**

***Nature of Work***

* Under the direction of the Librarian, the work of the Library Page is integral to the smooth operation of the library by assuring that library materials are returned to shelves in their proper order, that materials are clean and labeling intact, and the overall Library is kept orderly by picking up and straightening materials. Pages may have special assignments to particular areas of the library or work on special projects.

***Examples of Work/Job Duties***

* Retrieves materials from book drop, sorts and checks in on Circulation System
* Shelves in proper place any returned items including books, magazines, audio-visual and other materials
* Periodically, “reads” shelves to assure proper order is maintained
* Monitors, clears materials, straightens public areas
* Answers patron directional questions and refers other questions to appropriate personnel
* Assists/uses photocopiers, telephone, and other office equipment
* Assists with meeting room set-up and light custodial duties
* Assists with some library programs and basic internet assistance
* Checks and retrieves materials for interlibrary loan
* Is observant of patron behavior and reports unusual activity
* Other activities as assigned

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

***Qualifications***

* **Education:** High school student age 16 and older or

Possession of a high school diploma or its equivalent

**Necessary Special**

**Requirements:**

* Ability to alphabetize.
* Ability to put materials in numerical order.

**Library Page**

* Ability to lift up to 20 pounds and move objects.
* Ability to do considerable walking, standing up for long periods of time.
* Physical ability to stoop, kneel, reach overhead and horizontally and handle materials.
* Ability to work independently, understand and adapt to changing procedures and situations.
* Desire to meet and serve the public -- friendly, polite demeanor, courteous.
* Accuracy and skill in spelling, English, grammar and arithmetic.
* Some computer skills.
* Ability to work some evenings and Saturdays.

*The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job will be considered.*

*The City of Fraser does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.*

**Send your letter of interest and application to**

**City Manager’s Office**

**33000 Garfield, Fraser, MI 48026**

**no later than April 3, 2014 at 4:00 p.m.**