



## **Library Page Job Posting**

Wage Range: \$8-\$9.50

Reports to: Circulation Librarian

The job duties for the Library Page, Circulation Services are the following:

Assist in shelving materials, weeding projects and shifting the collection  
Inter-library loan & holds processing  
Check-out library materials to patrons  
Check-in returned library materials from patrons or drop box  
Learn and communicate library card policy to patrons and visitors  
Communicate to and collect fines and fees from patrons  
Answer the main phone line  
Additional duties as assigned

### Skills and Requirements:

- Excellent customer service skills
- Ability to work independently and as part of a team
- Knowledge of the Dewey Decimal system
- Ability to work at a brisk pace
- Attention to detail
- Organizational skills
- High School Diploma required. College studies and Library Experience preferred.
- Skilled using computers and multi-line phone systems.

### Working Conditions:

- Work in an urban library setting directly with the public
- Sustained posture in a standing, seated or walking position for prolonged periods of time
- Perform bending, lifting, and pushing
- Perform repetitive hand and arm motions for prolonged periods of time

Application Procedure: All applicants must submit a completed Pontiac Public Library Employment Application, Resume, Cover letter, and three references to be considered for the position.

Please fax, mail or e-mail the application and any accompanying documents to Devan Green, Library Director, 60 East Pike, Pontiac, MI 48342 Fax: 248-430-8254. For more information, you may contact the library 248-758-3942.

Pontiac Public Library is an Equal Opportunity/Affirmative Action Employer. All interested applicants are encouraged to apply