



# POSITION OPEN

**PAGE (Carnegie Branch) (15.5 HRS/WK.)**

**SALARY: \$7.50/HR**  
**REPORTS TO: Circulation Coordinator**

**11-021**  
**August 22, 2011**  
**Apply by: September 1, 2011**  
**Position open: August 22, 2011**

## **DUTIES & RESPONSIBILITIES**

- shelving of library materials
- empty book drop box
- read shelves
- help with library programs
- filing
- general cleaning
- weed flower beds, shovel snow, salt sidewalks
- Contribute to the overall effectiveness of the library system
- Perform other reasonable related duties as may be assigned by the immediate supervisor and other management as required

## **DUTIES PERFORMED ON AN AS-NEEDED BASIS**

- check materials in and out
- processing library materials
- answering telephone

## **QUALIFICATIONS**

- Ability to understand and follow oral and written directions
- Ability to learn simple repetitive tasks quickly and to perform them with attention to detail
- Ability to perform light manual tasks
- Ability to lift, push, and pull 5 pounds or more as designated
- Ability to sort and file material alphabetically and numerically
- Ability to meet and deal with the public in a pleasant, courteous manner
- Ability to establish and maintain a good working relationship with fellow employees as well as with the public
- Willingness to work evening, Saturday and Sunday work schedules

**SUBMIT TO THE HUMAN RESOURCES DEPARTMENT**  
**Jackson District Library**  
**244 W. MICHIGAN AVENUE, JACKSON, MI 49201**  
**delaneyjk@jackson.lib.mi.us**  
**EOE**

(\*Internal candidates must send a letter of intent for the position to the **HR DEPARTMENT** within the 10 day posting period)



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