



Position: Library Page

This person performs miscellaneous duties to assist with a wide variety of projects and programs in the Circulation and Public Services Departments. The current opening is in Public Services.

Wage: \$9.45/hour

Schedule: Schedule is Tuesdays 12-4pm; Wednesdays 5-9pm; Thursdays 12-4pm; Fridays 1-5pm. There is also a mandatory Sunday shift during the school year, every fourth Sunday from 12:30-5pm.

Benefits: None

Primary Job Duties:

- Sorts and shelves books, magazines, and other materials
- Shelf reads to keep materials neat and in proper order
- Answers basic questions in person and over the phone for the public and makes referrals to the appropriate staff member for additional assistance as necessary
- Operates office machines such as copiers and die cutters
- Checks materials in, reviews them, and sorts them onto carts to be shelved
- Helps staff with supply inventory, maintain item displays and assists with library programs
- Performs related duties as required

Required Qualifications:

- Enrolled in high school, high school diploma, equivalent or higher
- Desire to meet and serve the public
- Familiarity with using computers
- Able to adapt to changing procedures and situations
- Able to understand and carry out oral and written instructions
- Able to work independently and assume responsibility
- Able to operate library equipment as assigned
- Good typing skills
- Good organizational skills
- Knowledge of English language, spelling and arithmetic
- Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; turning; stooping; crouching; reaching; carrying boxes of books; climbing stool; hearing; manual dexterity; pushing book carts

Starting date: ASAP. Applications must be received by Friday, April 26, 2019 by 5:00 p.m. EOE/M/F/D Please apply online at <https://www.sterling-heights.net/487/Apply-for-a-City-Job>