



Position: Library Page – Part time

Immediate Supervisor: Circulation Manager

Hourly: \$13 - \$15 per hour, 20 hours a week

Deadline: Open until filled.

Pontiac Public Library is seeking a detailed oriented, customer service focused candidate to join our Library team.

Qualifications:

- High school diploma, some college preferred.
- Strong organizational and time management skills, with ability to work independently.
- Proficiency with current technology.
- Ability to maintain effective relationships with staff, and work in a team environment.
- Flexibility in work schedule, able to work some days, evenings, and weekends.
- Excellent verbal and written communication skills.
- Successfully pass a background check & pre-employment screening.

Primary Job Duties:

- Shelves and retrieves library materials and performs shelf work (reading, weeding, shifting)
- Answers in-person and telephone questions, referring to other staff as appropriate
- Helps prepare the library facilities for program use
- Performs basic circulation tasks such as checking in and out materials, placing holds, and collecting payments
- Cleans and repairs damaged materials
- Periodically locates and pulls materials for review, replacement, or withdrawal
- Develops a working knowledge about the organization and care of library materials, as well as, library services and programs
- Periodically cleans public and staff spaces to maintain a tidy environment
- Other duties as assigned

Physical Demands:

Must be able to sit, bend, and/or walk for extended periods of time. Must be able to reach, and

carry books or boxes of books, push book carts, use the telephone, lift, push, pull objects weighing up to 40 pounds.

Application Process: Please submit a Pontiac Public Library application, a cover letter, and resume via email to:

Sheba Marcus-Bey, Library Director, smarcus-bey@pontiaclibrary.org.

For more information, please contact the library **248.758.3942**.

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