

JOB ANNOUNCEMENT

The logo for Auburn Hills Public Library (AHPL) features the letters 'AHPL' in a bold, white, sans-serif font. The 'A' and 'H' are connected at the top, and the 'P' and 'L' are connected at the bottom. The logo is set against a blue background.

auburn hills public library
3400 E. SEYBURN DRIVE
AUBURN HILLS, MI 48326
248.370.9466
AHPLIBRARY.ORG

Position: Library Page-Part-time
Hourly Pay: \$10.00 per hour
Hours: Up to 20 hours per week, includes evenings and Saturdays
Reports to: Circulation Supervisor

Qualifications:

- 15 years of age or older.
- Ability to follow oral and or written instructions.
- Knowledge of arithmetic, including simple decimals.
- Ability to arrange items in alphabetical and numerical order.
- Ability to work and communicate effectively.
- Ability to handle responsibility.
- Physical ability and stamina to perform typical duties.

Primary Duties & Responsibilities:

- Sorts, organizes and prepares library materials for shelving.
- Retrieves and shelves materials as required.
- Shifts materials on shelves as needed.
- May be asked to help set up displays.
- Performs shelf reading activities to ensure materials are shelved properly.
- Answer directional questions.
- Refers informational questions to appropriate staff.
- Perform other duties as assigned.

Physical Demands:

- Physical ability to stand for extended periods of time.
- Ability to lift, bend reach, push and or pull loaded book carts.
- Employee may occasionally lift and or move up to 40 lbs.
- Specific vision abilities for this job include close and distance vision.

Submit application to: Annette Chaney, Circulation Supervisor – Chaneya@ahplibrary.org

Application Deadline: Friday, March 11 by 5 p.m.

(Application available at www.ahplibrary.org)

The Auburn Hills Public Library is an equal opportunity employer