

# JOB POSTING

## CLINTON-MACOMB PUBLIC LIBRARY

### PROVISIONAL PAGE

**Position:** Provisional page, up to 20 hours per week, including some evening and weekend hours

This person performs duties related to materials circulation, checks in and returns items to the appropriate location and keeps them in the proper order. This person reports to customer care managers.

**Wage:** \$9.87 hour (\$11.73 current maximum based on an 8-step scale)

**Benefits:** Flexible schedule with shifts in the day, evening and on weekends; great work environment

#### Primary Job Duties:

- Uses the integrated library system or automated materials handling system to check-in materials
- Brings problem items (e.g. damaged, in poor condition, mislabeled, etc.) to the appropriate staff member
- Sorts and shelve books, magazines, and other materials
- Shelf reads to keep materials neat and in proper order
- Answers basic questions for the public and makes referrals to the appropriate staff member for additional assistance as necessary
- Prepares for emergencies and helps maintain a safe work environment
- Performs other duties as required such as, but not limited to, setting up meeting rooms and facilities cleanup

#### Required Qualifications:

- Ability to take direction willingly
- Knowledge of alphabetical, numerical and decimal system of arrangement
- Desire to meet and serve the public
- Ability to learn and use computer applications
- 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 equipment as assigned
- Previous library experience helpful
- Good typing skills
- Good organizational skills
- Knowledge of English language, spelling and arithmetic



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**Mental Requirements:**

- Is accurate
- Able to maintain confidentiality of library records
- Is flexible, works under short time constraints, and meets deadlines
- Able to interact and work effectively with customers, supervisors, co-workers and volunteers
- Able to interpret and follow policies, guidelines and procedures

**Physical Requirements:**

- Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts up to 300 pounds; picking up litter; spreading ice melt
- Standing or sitting for periods of time
- Writing or typing to complete work forms

**Apply to:**

Customer Care Managers ([caremanager@cmpl.org](mailto:caremanager@cmpl.org))  
Clinton-Macomb Public Library  
40900 Romeo Plank Road  
Clinton Township, MI 48038-2995

Candidates should submit by email, mail, or drop-off in person:

A cover letter, employment application ([www.cmpl.org/AboutUs/Employment.asp](http://www.cmpl.org/AboutUs/Employment.asp)), and a separate page with answers to the following questions:

1. What are the key motivators that encourage you to perform at your best?
2. What is your comfort level with changes in responsibly and learning new skills?
3. What is your availability?

**Process:** Deadline for applications: Sunday, July 11, 2021  
Pre-Interview Orientation: July 13, 2021  
Interviews anticipated: July 14-16, 2021  
Decision anticipated by: July 19, 2021  
Target starting date: July 26, 2021

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. This is an at-will position. The Clinton-Macomb Public Library is an equal opportunity employer. All decisions affecting employment shall be made without regard to an individual's race, color, religion, marital status, familial status, family responsibilities, veteran status, age, sex, sexual orientation, gender identity, height, weight, national origin, disability or other classification protected under federal, state or local law.



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