

# 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.

Shifts we are currently seeking to fill include: Tuesdays: 9a-1p, Thursdays: 9a-1p and 1p-5p, and Fridays: 8:30a-12:30p

**Wage:** \$10.10 an hour (Step 1 of 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
- Sorts and shelve books, magazines, and other materials
- Shelf reads to keep materials neat and in proper order
- Brings problem items (e.g. damaged, in poor condition, mislabeled, etc.) to the appropriate staff member
- 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:

- Desire to meet and serve the public
- Knowledge of alphabetical, numerical and decimal system of arrangement
- 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 interact and work effectively with customers, supervisors, co-workers and volunteers
- Able to maintain confidentiality of library records
- Is flexible, works under short time constraints, and meets deadlines
- 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 (<https://cmpl.org/employment/>) 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, January 9, 2022
	Pre-Interview Orientation:	January 12, 2022
	Interviews anticipated:	January 13-17, 2022
	Decision anticipated by:	January 20, 2022
	Target starting date:	January 31, 2022

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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