

Lincoln Park Public Library is seeking a Library Page.

Please see the attached Job Description.

The wage is 9.25 per hour.

Applications may be obtained at the city website:

http://www.citylp.com/document_center/Human%20Resources/Employment%20Application.pdf

or in person at City of Lincoln Park, Office of City Management, 1355 Southfield Rd., Lincoln Park, MI 48146.

How To Apply:

Please submit completed application and resume to the address below either in person or by mail to:

City of Lincoln Park

Office of City Management

1355 Southfield Rd.

Lincoln Park, MI 48146

The City of Lincoln Park is an Equal Opportunity Employer.

PART TIME LIBRARY PAGE

GENERAL STATEMENT OF DUTIES: To perform general library work to assist the Library as needed.

SUPERVISION RECEIVED: Work is performed under the supervision of the Library Director or their designee.

TYPICAL EXAMPLES OF WORK: (THESE EXAMPLES **DO NOT INCLUDE ALL** OF THE TASKS WHICH AN EMPLOYEE MAY BE EXPECTED TO PERFORM)

- Daily Circulation Desk duties
- Assist patrons as needed
- Assess and clean scratched DVDs and CDs
- Sorts, shelves, and files various library materials accurately according to library classification systems (alphabetic, numeric, and alphanumeric)
- Reads shelves for accuracy and re-shelves misplaced items;
- Shelf maintenance of all library collections
- Assist with Library Program preparation when needed
- Assist with book sale preparation when needed
- Communicate with patrons in person or by phone
- Opening and closing duties
- Other duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Graduation from an accredited high school or GED
- Ability to learn designated functions of the library computer system to perform assigned tasks;
- Ability to sort and file alphabetically and numerically;
- Ability to communicate accurately, clearly and concisely in written, verbal and electronic formats
- Ability to follow written and oral instructions
- Ability to deal with multiple unexpected tasks and patrons simultaneously
- Fluency in English and Spanish preferred
- Tact in dealing with the public and fellow employees.
- Strong customer service skills. Ability to communicate by telephone and in person in a courteous and pleasant manner, especially when dealing with an angry or frustrated caller.

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ABILITY REQUIREMENTS:

Degree of physical demands (strength) usually associated with the essential functions of this classification:

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Walking or standing is required to a significant degree.

Type of physical demands usually associated with this classification:

Reaching, handling, fingering, and/or feeling.

Squatting: lowering the body by bending leg.

Stooping: bending body downward and forward by bending spine at the waist.

Hearing - Perceiving nature of sounds by ear.

Seeing: The ability to perceive the nature of objects by the eye. The important aspects of vision are:

- a. Acuity, far - Clarity of vision at 20 feet or more.
- b. Acuity, near - Clarity of vision at 20 inches or less.
- c. Depth Perception - Three dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.
- d. Field of Vision - Area that can be seen up and down or to right or left while eyes are fixed on a given point.
- e. Accommodation - Adjustment of lens of eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from eye.
- f. Color Vision - Ability to identify *and* distinguish colors.

8. Environmental Conditions (Physical Surrounding) usually associated with this classification:

The Worker is subject to inside environmental conditions. Protection from weather conditions but not necessarily from temperature changes.