



WILLIAM P. FAUST

Westland Public Library

6123 Central City Parkway • Westland, Michigan 48185-9118
(734) 326-6123 • FAX (734) 595-4612 • www.westlandlibrary.org

LIBRARY PAGE

(Open to Internal and External Applicants)

Date: August 10, 2018

The Westland Public Library is currently accepting applications to fill anticipated vacancies for the position of Library Page

The salary for this position is \$9.25 per hour.

Position Summary: Under immediate supervision performs clerical and related library work as required, reshelves library materials, and maintains materials in the library collection in a neat and orderly fashion. Performs other related work as required.

Experience: Students seeking employment must be at least 14 years of age and be prepared to submit a work permit. Ability to communicate effectively with staff and public in person or on the telephone. Knowledge of basic computer skills is necessary.

Applications can be found on our website: www.westlandlibrary.org

Please drop off, mail or e-mail completed applications to:

Cari Fry
Library Page Supervisor
6123 Central City Parkway
Westland MI 48185
cari.fry@westlandlibrary.org
Fax: 734-595-4612

Closing Date: August 20, 2018

Position Available: August 22, 2018

WILLIAM P. FAUST
Public Library of Westland

LIBRARY PAGE
Job Description

RESPONSIBILITIES OF POSITION:

Under immediate supervision, performs clerical and related library work as required, reshelves library materials, maintains materials in the library collection in a neat and orderly fashion. Under immediate supervision, performs clerical and related library work at a higher level of knowledge for Internet assistance, periodicals, acquisitions, and administrative clerical tasks. Cross-training and working in other departments is a requirement. This position requires complete confidentiality.

ESSENTIAL FUNCTIONS:

1. Responsible for discharge functions.
2. Counts non-circulating items on computer.
3. Brings book return bins to workroom from return areas and empties them.
4. Sorts books and other library materials.
5. Arranges and sorts returned materials on carts and reshelves them in proper order.
6. Shelf reads and straightens materials on the shelves or in the collection while shelving and in other assigned areas.
7. Performs alpha-numeric sorting and filing tasks.
8. Refers non-directional questions to appropriate staff member(s).
9. Watches staff entrance monitor and answers staff door calls.
10. Assists with moving donation bins and drop off donations.
11. Maintains donation area and sorts items.
12. Sharpens pencils and supplies scratch paper to public areas.
13. Uses PA system.
14. Participates in all-staff shelving as needed.
15. Must adhere to all policies, procedures, rules, and the hierarchy of the Library.
16. This position requires complete confidentiality.
17. Cross-training and working in other departments is a requirement.
18. Performs other related work as required.

KNOWLEDGE AND ABILITIES:

1. Ability to understand and perform routine library procedures.
2. Ability to communicate effectively with staff and public in person or on the telephone.
3. Ability to operate the library automation equipment.
4. Ability to effectively use various library software applications.
5. Ability to sort efficiently in alphabetic or numeric order and to develop and working understanding of the Dewey Decimal system of library materials arrangement.
6. Ability to follow directions.
7. Ability to perform moderately heavy physical work.

8. Ability to maintain a regular work schedule.
9. Ability to act harmoniously with patrons and library staff.

PHYSICAL DEMANDS OF POSITION:

1. Sitting, standing, walking, stooping, kneeling, and crouching.
2. Climbing: ascending and descending short footstool and stairs/ramp.
3. Bending, twisting, and reaching.
4. Talking and hearing; use of the telephone.
5. Far vision at 20 feet or further; near vision at 20 inches or less.
6. Lifting and carrying: 50 pounds or less.
7. Handling: processing, picking up and shelving books.
8. Keyboarding and viewing computer monitor for up to 2 hours at a time.
9. Fingering: typing, click and drag computer mouse, filing, writing, processing, sorting, and shelving.
10. Pushing and pulling: objects weighing up to 60-80 pounds on wheels.
11. Ability to stand for long periods of time.
12. Ability to use a computer for long periods of time.

SKILL REQUIREMENTS:

1. Communication Skills: effectively communicate ideas and information both in written and oral form.
2. Reading Ability: effectively read and understand information contained in memoranda, reports, and bulletins, etc.
3. Ability to Comprehend and Follow Instruction: effectively follow instructions from supervisor, verbally and in written form.
4. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator.
5. Time Management: set priorities in order to meet assignment deadlines.
6. Equipment: computer literate.

ENVIRONMENTAL WORKING CONDITIONS:

1. Inside work environment; may include travel in a mobile unit.
2. May require transporting materials to and from exterior site.
3. Flexible work hours including frequent evening and weekend hours.

EQUIPMENT USED:

Book trucks (carts) for transporting materials; hand cart; computer terminal, library automation system and other computers; photocopier; fax machine; telephone; and other equipment as added or required.

Adopted Library Board, March 14, 2012; revised and Board approved January 25, 2017