



Position: Support Services Shelver, Permanent Part-Time
Reports To: Support Services Supervisor

Primary Duties & Responsibilities:

1. Sorts and loads carts for shelving; shelves and shifts materials in the public areas; shelf reads; reports problems with shelf organization to the Support Services Supervisor.
2. Assists with opening and closing procedures for the Support Services Department.
3. Assists with the overall maintenance and orderliness of the Library's collections, display areas, and department areas.
4. Assists other Support Services staff with operations of the ILS module and the AST system.
5. Directs guests to Reference staff for assistance.

Other Duties & Responsibilities:

1. Assists Librarians with special projects with the approval of the Support Services Supervisor.
2. Adapts and responds to multiple priorities, interruptions, and demands and resolves problem situations in a positive manner.
3. Assists in accomplishing the Library's and the Support Service Department's goals.
4. Enforces library policies relevant to public use; responds to emergencies and provides support, as needed; acts quickly, exercising good judgment.
5. Works positively and collaboratively across departments to accomplish department goals.
6. Performs other duties as assigned.

Job Requirements:

1. High school diploma or equivalent required.
2. Knowledge of alphabetical, numerical and decimal systems of arrangement.
3. Proficient in MS Office, Internet browsers, and other computer related technology.
4. Enthusiastic, positive, friendly, self-motivated, creative and approachable.
5. Dedicated to providing positive customer service.
6. Dedicated to public service.
7. Strong obligation to confidentiality.
8. Strong organizational skills and attention to detail.
9. Excellent verbal, written, and interpersonal communications skills.
10. Values diversity in the workplace and in the community.
11. Ability to speak multiple languages helpful.
12. May require a valid Michigan driver's license based on assignment.

Working Environment:

1. Physical mobility, vision, hearing, and manual dexterity essential.
2. Maintain physical condition necessary for sitting, standing, bending, and /or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 500 pounds; operating assigned equipment; picking up litter; spreading ice melt.
3. Evening, weekend, and some holiday hours are required.

Hours:

- 12 hours per week:
 - Monday, 9 a.m. – 1 p.m.
 - Tuesday, 9 a.m. – 1 p.m.
 - Wednesday, 9 a.m. – 1 p.m.

Salary: \$9.87 per hour

Benefits: None

Application:

- Resume and application required. Cover letter optional but appreciated.
- NPL applications available at <https://novilibrary.applicantpro.com/jobs/>
- Employment offer dependent on results of a physical, background check, and in-person job skills testing.
- Send to:

Nicole Williams, HR Specialist

Novi Public Library

45255 Ten Mile Rd.

Novi, MI 48375

nwilliams@novilibrary.org

Deadline: Open Until Filled