

**JOB DESCRIPTION SUMMARY
LIBRARY AIDE
SOUTHFIELD PUBLIC LIBRARY**

JOB TITLE: Library Aide

JOB CLASSIFICATION: Non-Career; Part-Time; No Benefits

SALARY RANGE: The Library Aide position pays \$9.25 per hour.

LIBRARY HOURS:

- Monday and Wednesday 1:00 p.m. - 9:00 p.m.
- Tuesday, Thursday and Saturday 9:30 a.m. - 5:30 p.m.
- Friday 1:00 p.m. - 5:00 p.m.
- Sunday [September-May] 1:00 p.m. - 5:00 p.m.

JOB DUTIES:

The Library Aide is primarily responsible for accurately shelving library materials, such as books, DVDs, CDs, and audiobooks. Duties include sorting returned items by call number, transporting carts between floors, shelving materials in the correct order, and straightening up floors at the end of the day. Other duties may include shifting (moving) items, shelf reading (checking for proper order), and assisting with routine clerical tasks.

JOB REQUIREMENTS:

The person in this position must have a good public service orientation and a flexible schedule that will include working 10-19 hours per week. Shifts will be scheduled primarily during afternoon and evening hours during the week, and afternoons on weekends. The schedule is adaptable to individual needs. This position requires pushing a cart filled with books, bending, and stretching.

TO APPLY:

Complete the City of Southfield Employment Application found at <https://cityofsouthfield.com/Portals/0/docs/HumanResources/GeneralApplication-fillable.pdf> or pick up a copy in the Human Resources Department, 26000 Evergreen Road, Southfield, Michigan.

Return the application, along with your resume, to the Library Circulation Desk or email/mail to:

Betsy Soderbloom, Coordinator of Adult Services
Southfield Public Library, 26300 Evergreen Road, Southfield, MI 48076
bsoderbloom@southfieldlibrary.org

Applications will be accepted until positions are filled.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE



Individuals with special needs who may need assistance with the application process should contact the Library at (248) 796-4200 (voice) or email adultref@southfieldlibrary.org if auxiliary aids or services are needed. Reasonable advance notice is required.