

Trenton Veterans Memorial Library seeks a qualified candidate for a Library Page position.

Position Title: Library Page  
Reports to: Library Director  
Hours per week: 14 hours a week  
(Afternoon, evening and weekend shifts.)  
Starting pay: \$9.65 per hour  
Application Deadline: Until Filled.

Trenton Veterans Memorial Library is a 21,500 square foot facility that serves four Downriver Communities: Brownstown, Grosse Ile, Trenton and Woodhaven. Located off of busy West Road, we own over 170,000 materials and welcome around 230,000 visitors annually.

Trenton Veterans Memorial Library seeks a part-time Library Page to help keep our busy library organized! Pages shelve books, DVDs, CDs, audiobooks and other materials, as well as search for lost items, read shelves to keep them in order and assist with shifting and other projects.

Please send your cover letter and application to:  
Erin Chapman, Director: [echapman@trenton.lib.mi.us](mailto:echapman@trenton.lib.mi.us)  
Subject: Page Position -Your Last Name

General Statement of Duties:

Under general supervision of Library Administration and Librarians, Pages perform a variety of basic clerical and task operations in the library including shelving materials, reading shelves to make sure items are in the correct order as well as assisting library staff with special projects.

Job Responsibilities and Examples of Services Performed:

1. Shelve books, DVDs, magazines and other materials in correct order.
2. Read shelves to keep materials in proper order.
3. Assist with special projects as assigned by Director, Assistant Director and/or Librarians.
4. Assist patrons of all ages in the use of the library and its resources, knowing when to refer patron to professional staff for further assistance.
5. Cooperate as a team member with all library staff in performing any professional or nonprofessional duty essential to the achievement of efficient library operations

Essential Knowledge, Skills, and Abilities:

Ability to work with library patrons of varied backgrounds to maintain effective interpersonal relationships; deal tactfully with the public; ability to speak and write effectively, checks work email at the beginning of shift to stay aware of pertinent info.

Self-motivated and able to exercise initiative and independent judgment. Ability to discern small details such as differences in call numbers, barcode numbers and shelving locations.

**Education and Experience Requirements:**

- High School Diploma or equivalent.
- Must be able to alphabetize and put things in numerical order (will need to complete a test during interview process).
- Typing & basic computer skills.
- Library experience is desirable.

**Physical demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, bend, lift, reach, stoop, kneel, crouch, and/or crawl. The employee is occasionally required to climb and balance.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must occasionally lift and/or move up to 50 pounds. Most job tasks require reading a diverse amount of printed and computer material.

Trenton Veterans Memorial Library is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religious belief, gender, sexual orientation, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or disability.

**To Apply:**

All applicants must submit a completed City of Trenton Employment Application, resume and cover letter in person or via email [EChapman@trenton-mi.com](mailto:EChapman@trenton-mi.com). You can download an [Employment application](#) or pick one up at the library.

You can also snail mail your application documents to:

Trenton Veterans Memorial Library  
Attn.: Erin Chapman  
2790 Westfield Road  
Trenton, MI 48183