



JOB POSTING

TITLE: Page

WAGE: \$12.00/hour

STATUS: Part-time (6-10 hours per week, includes evenings and weekends)

REPORTS TO: Support Services Manager

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Shelve all books, magazines, audiovisual materials, and other library items
- Ensure that materials on shelves are in proper order and straighten shelves
- Inspect library materials for damage and submit for necessary repair
- Participate in library opening and closing procedures

REQUIRED QUALIFICATIONS:

- Ability and desire to serve the public positively, pleasantly, and efficiently in a fast-paced, demanding environment
- High energy, self-motivation, and the desire to be a cooperative team member
- Demonstrated ability to do detailed work accurately
- Excellent communication skills with Support Services Manager and coworkers
- Flexibility in scheduling work hours
- Ability to stand for several hours at a time and do some lifting, bending and stooping

TO APPLY: Submit a completed Saline District Library employment application (available at salinelibrary.org/about/employment) to:
Arlene Wall, Support Services Manager, at arlene@salinelibrary.org

Please contact Arlene via email or phone at 734-429-5450 with any questions.

Applications received by Friday, February 3, 2023 will receive first consideration.

If any accommodations are required to complete the application process, please contact Ms. Wall at the above email address or phone number.