

**The Ferndale Area District Library seeks a qualified candidate for a Shelver/Page position**

Position Title: Library Page

Reports to: Head of Circulation

Hours per week: 10 – hours may be a mix of afternoon, evening and weekend shifts. The library is open 7 days a week

Starting pay: \$9.25 per hour

Benefits include: Holidays and paid time off

**Application Deadline: Preference will be given to applications received by October 5, 2018  
Interviews will begin immediately.**

The Ferndale Library seeks a part-time page to help keep our busy library organized! Pages shelve books, DVDs, CDs, audiobooks and other materials, 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: [kelly@ferndalepubliclibrary.org](mailto:kelly@ferndalepubliclibrary.org) with the subject: **Page Position -Your Last Name****

**You may also mail or hand deliver your application and cover letter to:**

**Ferndale Area District Library  
ATTN: Kelly Bennett  
222 E. Nine Mile Road  
Ferndale, MI 48220**

**Application can be found at:**

<http://www.ferndalepubliclibrary.org/about-us/application-for-employment/>

[You may also obtain a copy of the application at the Ferndale Area District Library](#)

**General Statement of Duties:**

Under general supervision of the Circulation Services Department Head, Pages perform a variety of basic clerical and task operations in the library including shelving of materials, reading shelves and assisting various library staff with special projects.

**Job Responsibilities and Examples of Services Performed:**

1. Shelving books, DVDs, magazines and other materials in correct order
2. Reads shelves to keep materials in proper order
3. Special projects as assigned by supervisor or library staff
4. Assists patrons of all ages in the use of the library and its resources; knows when to refer patron to professional staff for further assistance
5. Cooperates 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

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:**

- Completion of middle school; must be 14 years of age minimum, if under 18, employee must be able to furnish a work permit
- Must be able to alphabetize and put things in numerical order
- Typing & basic computer skills
- Any 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; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to climb or 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. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Most job tasks require reading a diverse amount of printed and computer material.

**The Ferndale Area District 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.**