

Notice of Vacancy/Job Posting

OUR HISTORY: Situated in Macomb County in suburban Detroit, the Fraser Public Library is a class IV library serving a population of over 14,000 people. We have over 55,000 items in our collection; we participate in e-book collections as well as other databases and the Virtual Library Card program which connects us to our local school system and students. FPL is part of the Suburban Library Cooperative and has operated for over 55 years. The Library is well established in the community, with very supportive patrons and a dedicated Friends group.

Position: Page
Location: Fraser Public Library
Salary and Hours: Part-time position \$11.50 per hour; hours vary (some Saturdays and evenings
Reports to: required). Librarian

JOB POSTING - OPEN UNTIL FILLED

Nature of Work

- Under the direction of a Librarian, the Library Page helps ensure the smooth operation of the library by returning library materials to shelves in their proper order, checking that materials are clean and labeling intact, and that the overall Library is kept orderly by picking up and straightening materials. Pages may additionally have assignments to particular areas of the library or work on special projects.

Examples of Work/Job Duties

- Retrieves and sorts materials from book drop
- Shelves in proper place any returned items including books, magazines, audio-visual and other materials
- Periodically “reads” shelves to ensure that proper order is maintained
- Monitors, clears materials, and straightens public areas
- Answers patron directional questions and refers other questions to appropriate personnel
- Assists/uses photocopiers, telephones, and other office equipment
- Assists with meeting room set-up and light custodial duties
- Assists with some library programs and basic internet assistance
- Checks and retrieves materials for interlibrary loan
- Is observant of patron behavior and reports unusual activity
- Other activities as assigned

Qualifications

- **Education:** High school student age 16 and older or possession of a high school diploma or its equivalent

Necessary Special Requirements:

- Ability to alphabetize and put materials into numerical order.
- Ability to lift up to 40 pounds and move objects.
- Ability to do considerable walking and standing for long periods of time.
- Physical ability to stoop, kneel, reach overhead and horizontally and handle materials.
- Ability to work independently, understand and adapt to changing procedures and situations.
- Desire to meet and serve the public -- friendly, polite demeanor, courteous.
- Accuracy and skill in spelling, English, grammar and arithmetic.
- Some computer skills.
- Ability to work evenings and Saturdays.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties.

The Fraser Public Library is an Equal Opportunity Employer.

Send your letter of interest, resume and application to

Fraser Public Library

16330 E. 14 Mile Rd, Fraser, MI 48026

OR

Email the above to – fplemployment@libcoop.net

Applications can be found at <https://www.fraserpubliclibrary.org/employment/> under Employment