



Position: Shelver, Permanent Part-time

Job Duties:

- Sorts and loads carts for shelving.
- Shelves and shifts materials in the public areas; shelf reads; reports problems with shelf organization.
- Directs patrons to Reference staff for assistance.
- Assists with opening and closing procedures.
- Assists Librarians with special projects with the approval of the Support Services Supervisor.

Job Requirements:

- Some high school experience required; work permit if required.
- Ability to adapt to changing procedures and situations; problem solving skills.
- Knowledge of alphabetical, numerical and decimal system of arrangement.
- Enthusiastic, friendly and approachable.
- Strong organizational skills and attention to detail.
- Knowledge of Internet and computer related technology.
- Strong verbal, written, and interpersonal communication skills.
- Physical mobility, vision, hearing and manual dexterity essential.
- Maintain physical condition necessary for sitting, standing, bending, and /or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 500 pounds; operating assigned equipment; picking up litter; spreading ice melt.

Hours:

- 16 hours per week:
 - Monday, 9 a.m. – 1 p.m.
 - Tuesday, 9 a.m. – 1 p.m.
 - Thursday, 9 a.m. – 1 p.m.
 - Friday, 10 a.m. – 2 p.m.

Salary: \$7.40 per hour

Benefits: None

Application:

- Resume, cover letter and application required.
- Available at <http://www.novilibrary.org/AboutUs/Employment.asp>
- Send to: Marcia Dominick, Administrative Assistant
Novi Public Library
45255 W. Ten Mile Rd.
Novi, MI 48375
- E-mail: mdominick@novilibrary.org

Deadline: Monday, February 10, 2014 at 5p.m.
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