JOB DESCRIPTION SUMMARY

LIBRARY AIDE

**SOUTHFIELD PUBLIC LIBRARY**

**JOB TITLE**: Library Aide

**JOB CLASSIFICATION**: Non-Career; Part-Time; No Benefits (not seasonal)

**SALARY RANGE**: The Library Aide position starts at $7.75 per hour with increases to a maximum of $9.25 per hour after 18 months.

**HOURS**:

* 12-20 hours per week
	+ Shifts are:
		- Mon & Wed 5PM-9PM
		- Tue, Thurs, & Sat 1:30PM-5:30PM
		- Fri 1-5
		- Sun 1-5 (Sep-May only)

**JOB DUTIES**:

* Library Aide is responsible for shelving returned books and materials. This includes shelf reading [maintaining shelved books in correct order]; transporting carts of books between floors of the library; and performing end of day straightening on each floor
* Library Aides also handle routine aspects of behind-the-scenes processes
* Other duties as assigned.

**JOB REQUIREMENTS**:

The person in this position must be able to:

* demonstrate a good public service orientation and handle constant contact with the public
* push carts filled with books; bend and stretch
* take direction and carry out instructions with accuracy and attention to detail
* prioritize multiple tasks
* work independently on assigned tasks

**TO APPLY**:

Complete the CITY OF SOUTHFIELD EMPLOYMENT APPLICATION and Employment Availability questionnaire found at:

<http://www.southfieldlibrary.org/about-us/general-information/employment-volunteers>

Return application, along with your resume, to the LIBRARY CIRCULATION DESK, email, or mail to:

Deborah Shepherd, Acting Coordinator Support Services

Southfield Public Library

26300 Evergreen Rd

Southfield, MI 48076

dshepherd@southfieldlibrary.org

*Appllications are accepted until positions are filled.*

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

Revised 05/14

Individuals with special needs who may need assistance with the application process should contact the library at (248) 796-4200 (voice) or (248) 354-4831 (TDD) if auxiliary aids or services are needed. Reasonable advance notice is required.

