



Position: Support Services 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 to the Support Services Supervisor.
- Directs patrons to Reference staff for assistance.
- Assists with opening and closing procedures for the Support Services Department.
- Assists with the overall maintenance and orderliness of the Library's collections, display areas, and department areas.
- Assists other Support Services staff with operations of the ILS module and the AST system.
- Assists Librarians with special projects with the approval of the Support Services Supervisor.
- Adapts and responds to multiple priorities, interruptions, and demands; retains knowledge and stays up-to-date on current Library policies and procedures; communicates effectively with patrons, co-workers, and professional colleagues; resolves problem situations and collaborates across departments in a positive manner.
- Assists in accomplishing the Library's and the Support Service Department's goals.
- Performs other duties as assigned.

Job Requirements:

- High school diploma or equivalent required.
- Knowledge of alphabetical, numerical, and decimal systems of arrangement.
- Proficient in MS Office, Internet browsers, and other computer related technology.
- Ability to take direction willingly and easily adaptable to change.
- Enthusiastic, positive, friendly and approachable.
- Strong attention to customer service.
- Strong obligation to confidentiality.
- Strong organizational skills and attention to detail.
- 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.
- Wednesday, 9 a.m. – 1 p.m.
- Thursday, 9 a.m. – 1 p.m.
- Sunday, 2 p.m. – 6 p.m.

Salary: \$8.50 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: Wednesday, August 3, 2016 at 6 p.m.