**JOB OPPORTUNITY**

 **Part-Time Library Monitor**

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| **Location:** | Public Library - City of Royal Oak, MI |
| **Open Until:** | February 1, 2017 at 4:00 PM EST |
| **Job Status:** | Part-Time - Must be able to work **Sundays from 12:30 PM through 5:00 PM (during school year) and Tuesdays from 5:30 PM through 9:00 PM.** |
| **Rate of Pay:** | Pay ranges from $10.50 - $14.00  |

**Job Description**

The effective **Library Monitor** will assure a safe, pleasant and inviting environment for library users and employees. The Monitor is responsible for enforcing the Library Code of Conduct for public behavior in the library building and on library grounds. This position reports directly to the Library Head of Support Services.

A **Library Monitor** may be called upon to do any or all of the following: *(These examples do not include all of the tasks the employee may be expected to perform):*

* Greet the public pleasantly.
* Know and understand the Library Code of Conduct.
* Observe behavior in Library building and on Library grounds.
* Routinely visually check all areas of the Library, including public rest rooms.
* Remind patrons of Library Code of Conduct; intercede when behavior is in violation of the Code.
* Pick up trash on the grounds when necessary and take out recyclables weekly.
* Participate in Library opening and closing procedures.
* Write logs and report incidents and contact police if necessary.
* Responsible for program and meeting room set-ups, which involves moving chairs and tables.
* Respond to Library staff requests for assistance.
* Pick up and drop off mail at City Hall.
* Light building maintenance tasks such as changing light bulbs.

FOR MORE DETAILS AND TO APPLY FOR THIS POSITION PLEASE VISIT:

[http://www.romi.gov/jobs/](http://WWW.ROMI.GOV/JOBS/) -or- inquire with Human Resources