



# Official Job Posting

The Mount Clemens Public Library is seeking qualified applicants for the following position:

- POSITION:** Library Page
- JOB DUTIES:** Works primarily shelving materials within the library, organizing the collection to improve presentation, and some additional clerical responsibilities.
- HOURS:** 12-20 hours per week, including some evenings and weekends. Additional shifts as needed by the library.
- RATE OF PAY:** \$9.25 - \$10.00/hr. Time off accrued per library policy
- JOB REQUIREMENTS:** Ability to push and pull carts full of library materials (weighing up to 100 lbs.), ability to carry large or cumbersome books (weight up to 15 lbs.), ability to lift, bend, stand or kneel to sort and shelve library materials. Ability to type and enter library data accurately. Skill in time management to organizing, prioritizing, and completion of shelving materials.
- TO APPLY:** Send Resume, Cover Letter and Completed Application to:
- Mount Clemens Public Library  
ATTN: Human Resources  
150 Cass Avenue  
Mount Clemens, Michigan 48043
- Or via email : [mcpl@libcoop.net](mailto:mcpl@libcoop.net)  
Or via fax: (586) 469 6668  
Mount Clemens applications are available at the library or at the following link  
<http://www.mtclib.org/wordpress/index.php/library-employment/>
- TIMELINE:** Open until filled

**The Mount Clemens Public Library is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.**