



Library Page (Youth Services) (Part-time) *Troy Public Library*

Posting Date
July 6, 2020

\$9.65 – \$10.50/hour

Closing Date
Open Until Filled

The [Troy Public Library](#) is the hub of the vibrant, dynamic, and diverse City of Troy. The Library sees over 700,000 visitors per year and serves an educated and involved community.

DUTIES

Performs a wide variety of library tasks. Sorts, shelves, and retrieves books, magazines, DVDs and other library materials. Checks shelves for accuracy and re-shelves misplaced items. Loads, unloads, and uses push carts and large bins to transport materials and equipment throughout the library. Helps library patrons with photocopier. Uses computer for email, data entry, and check-in/withdrawal of library materials. Maintains order and neatness in assigned service area. Assists with curbside service, specifically delivering library materials to patrons' vehicles. May assist with programs. Performs other related duties as required. May work in Adult Information Services, Youth Services, and/or Circulation departments.

REQUIREMENTS

- Must be at least 16 years of age.
- Requires accurate work, attention to detail, and the ability to interact with the public.
- Must be able to arrange library materials alphabetically and numerically, according to specific criteria.
- Must be able to perform frequent lifting and carrying of library materials, pushing and pulling book carts. Frequent stooping and reaching to shelf books on bottom and up to top shelf of library shelving areas (stacks), which will require use of portable library stools.
- Be able to transport library materials from return bins to carts (lift up to 25 pounds and push up to 40 pounds).
- Must be familiar with Microsoft Office Suite and be able to use email and perform basic computer tasks.
- As a condition of employment, the successful candidate must pass a background check and pre-employment physical.

PREFERENCES

- Recent library experience.
- Recent customer service experience.

HOURS

Part-time, year-round position. Works 15 hours (three shifts, five hours each) including daytime, evenings, and weekends.

APPLY

Applications are available at www.troymi.gov/jobopenings.

If an applicant was evaluated under a recent job posting for this classification but was not selected, he/she may not be contacted under this recruitment.

Persons who, within six months prior to the deadline date of this announcement, have applied for this classification and failed any portion of the examination will not be considered under this announcement.