



Redford Township District Library invites applications for the position of **Page**

The Role

The primary responsibility of this position is to shelve and organize library collection materials. A successful candidate will have a strong attention to detail.

Responsibilities

- Putting books and other materials on shelves accurately and efficiently.
- Read, rearrange and straighten shelves.
- Other duties as assigned by supervisor.

Minimum Training and Experience

- Must be 16 years of age or older and have working papers, if required.
- Must be able to listen and interact with patrons and staff.
- Ability to stand and walk for extended periods of time
- Ability to push a wheeled cart full of books.
- Ability to work independently and pay attention to detail.
- Know or be able to learn the Dewey Decimal System.

Other Requirements

This position requires the ability to:

- Analyze and resolve problems, organize tasks, set priorities, achieve goals, maintain records, and facilitate positive relationships with staff and patrons.
- Communicate effectively verbally and in writing with the public and team members.
- Sit or stand for extended periods of time in the performance of the duties associated with this position.
- Lift and shelve objects weighing up to 50 pounds without assistance.
- Access, input, and retrieve information from a computer.

Employment Details

- Compensation: \$12.26, with increase possible after 90-day review
- Benefits: Pro-rated time off and paid holidays.
- Hours: 9 hours per week; primarily evenings and weekends
- Supervisor: Circulation Supervisor
- To apply: Submit application and resume by going to rtdl.org/about/employment/
- Deadline: Position open until filled