



Position: Library Assistant/Shelver, 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.
- Directs patrons to Reference staff for assistance.
- Assists with opening and closing procedures.
- Assists Librarians with special projects with the approval of the Clerk II.

Job Requirements:

- Some high school experience required; work permit if required.
- Ability to adapt to changing procedures and situations; problem solving skills.
- Knowledge of alphabetical, numerical and decimal system of arrangement.
- Enthusiastic, friendly and approachable.
- Strong organizational skills and attention to detail.
- Knowledge of Internet and computer related technology.
- Strong verbal, written, and interpersonal communication skills.
- Physical mobility, vision, hearing and manual dexterity essential.
- Standing or sitting for periods of time.
- Lifting, pushing, pulling, or carrying objects weighing up to 50 lbs.

Hours:

- 12 hours per week:
 - Monday, 5-9 p.m.
 - Wednesday, 2-6 p.m.
 - Friday, 1-5 p.m.

Salary: \$7.40 per hour

Benefits: None

Application:

- Resume, cover letter and application required
- Available at www.novilibrary.org
- Send to: Marcia Dominick, Administrative Assistant
Novi Public Library
45255 W. Ten Mile Rd.
Novi, MI 48375
- E-mail: mdominick@novilibrary.org

Deadline: Friday, September 10, 2010, at 5pm