

Job Announcement Rochester Hills Public Library Adult Services Page

Position: Adult Services Shelver

Supervisor: Adult Services Librarian

Salary Range: \$9.90/hour

Schedule: 4-16 hours/evening and weekend hours
Specifically looking for afternoons 1-5

Educational/Age Requirements:
Applicant must be at least 16 years of age

Primary Job Duties:

- Re-shelve library materials in alphabetical or numerical order
- Pulling material from a list
- Assist patrons in the use the copiers and printer
- General pick-up and tidying

Required Qualifications:

- Ability to alphabetize and put Dewey numbers in order
- Good oral communication skills
- Friendly, pleasant demeanor
- Strong basic decision-making skills
- Commitment to public service
- Ability to work on your own

The above are intended to describe the major responsibilities and requirements for this position. It is not an exhaustive statement of all duties, responsibilities or requirements.

Dates: Deadline for applications: January 25, 2021

Application: Please apply online at: <https://rhpl.org/current-openings>

Mary Vander Linde
Adult Services Librarian

Mary.vanderlinde@rhpl.org
Rochester Hills Public Library
500 Olde Towne Road
Rochester, MI 48307

**This is an at-will position.
The Rochester Hills Public Library is an equal opportunity employer.**