



Canton Public Library Job Posting

ON-CALL PAGE

Do you love creating order out of chaos? Do you take pride in creating a tidy and welcoming environment? CPL is a dynamic library with a diverse patron base and a friendly staff. We are seeking two On-Call Pages who enjoy being busy, and want to be part of our library community. On-calls are offered shifts as needed, and help ensure materials are where patrons can find them.

SCHEDULED HOURS AND COMPENSATION

- As needed, including evenings and weekends
- \$11.79–\$13.54 per hour

APPLICATION INFORMATION:

Only complete application packets (that include a current [CPL application form](#), resume and cover letter) received or postmarked by 9:00 PM on Thursday, May 16, 2024 will be considered. *Incomplete application packets will not be reviewed.*

Submit complete application packets to:

Marian Nicholson – Business Services
Canton Public Library
1200 S. Canton Center Road
Canton, MI 48188
jobs@cantonpl.org

FULL JOB DESCRIPTION

Under the direct supervision of the Circulation Services Supervisor, the On-Call Page provides direct and indirect services to library patrons, primarily the check-in, shelving and retrieval of library materials. This is a provisional on-call position, which provides no benefits, and is non-exempt from overtime. The nature of the work requires daytime, evening, and weekend hours.

PRIMARY DUTIES AND RESPONSIBILITIES

- Accurately and efficiently checks in returned materials using the library's automated system.
 - Reviews returned materials for completeness and condition.
 - Resolves exceptions according to established practices and procedures.
- Maintains efficient Sorting Room order and regularly empties book drops and bins according to established schedule, or more frequently as directed.
- Places items in correct location on library carts, shelves, or other appropriate areas.
- Corrects shelving errors as discovered.
- Assists with shifting materials as assigned.
- Greets and assists patrons throughout the entire library, assessing patron needs and referring to appropriate staff as needed.
- Maintains neat and orderly library appearance throughout each shift.
- Assists with opening and closing library duties during corresponding shifts.

OTHER DUTIES AND RESPONSIBILITIES

- Assists in other Circulation Services workgroups as directed.

- Accepts special assignments or duties in support of the library's goals and objectives.
- Enforces library policies using a polite and professional approach and alerts appropriate staff member for assistance, completing interaction or incident reports as directed.
- Stays informed of library news and events via review of all forms of library communication: website, email, SharePoint, library newsletter and blog.

REQUIRED QUALIFICATIONS AND SKILLS

- Basic knowledge typically associated with the completion of a high school diploma.
- Ability to accurately sort and shelve alphabetically and numerically.
- Familiarity with Microsoft Office applications and common office equipment.
- Ability to understand and follow detailed written and verbal instructions.
- Ability to work independently without close supervision.
- Consistent display of public service attitude that reflects the library's values.
- Ability to maintain discretion in handling confidential library matters.
- Punctuality and dependability.

PREFERRED QUALIFICATIONS

- Prior experience in a public library or comparable customer service experience.

ESSENTIAL PHYSICAL FUNCTIONS

- Sufficient physical agility to stand, walk, bend, stoop, reach, sit, lift up to 40 lbs., and push carts weighing up to 200 lbs.
- Manual dexterity and visual acuity sufficient to grab, hold, and shelve materials and read small print on labels.
- Ability to communicate clearly and effectively, in writing and verbally.
- Ability to efficiently review, comprehend and produce a wide variety of materials in both electronic and hard copy form.
- Ability to work effectively under stressful conditions in a fast-paced environment.

Canton Public Library is an equal opportunity employer and values diversity. All employment is decided based on qualifications, merit and business need. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This job description is not a contract between the library and the employee, nor an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas. The library reserves the right to revise this job description at its discretion.