

Wayne Public Library



Employment Opportunity

Position: Library Page

Hours: 10-16 hours per week, primarily weekday afternoons/evenings and rotating Saturdays

Location: Wayne Public Library, 3737 S. Wayne Rd., Wayne, MI 48184

Responsibilities:

- Sort and shelve materials in proper order
- Transport and empty large bins inside and outside the library
- Straighten shelves and verify materials are shelved correctly
- Tidy public areas of the library
- Direct patrons to staff members for assistance
- Assist with circulation tasks as needed
- Assist with opening and closing the library building
- Assist with special projects
- Other duties as assigned

Requirements:

- Strong organizational skills and attention to detail
- Ability to work with the public in a polite and professional manner
- Ability to push or pull carts of books or other materials
- Ability to lift, bend, or stoop in order to sort or shelve materials
- Ability to lift and/or carry objects weighing up to 20 pounds

Wage: \$10.50 - \$12.00/hr

To apply: Applications are available at

<https://www.cityofwayne.com/DocumentCenter/View/222/Application-for-Employment-PDF>

Email your completed application and three professional references to jobs@cityofwayne.com.

Alternatively, you may submit paper copies to:

City of Wayne Personnel Department
3355 S. Wayne Rd.
Wayne, MI 48184

Applications received by Thursday, May 9, 2024 will receive first consideration.

The City of Wayne is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.