

JOB POSTING

Clinton-Macomb Public Library

Position: Macomb Library for the Blind and Physically Handicapped @ CMPL Page, (8-10 hours/week); Monday – Friday, either morning or late afternoon/evening hours required (Main Library)

Salary: \$7.40 an hour (\$8.17 current maximum)

Primary Job Duties:

- Print mail cards, pull holds, check items out to patrons and place items in outgoing mail
- Sort incoming mail and check in items on computer
- Sort and shelve cassette and digital talking books, including shelving in the basement
- Shelf read to keep materials neat and in proper order
- Brings problem items (e.g. damaged, mislabeled, etc.) to the appropriate staff member; cleans items as needed
- Prepares for emergencies and helps maintain a safe work environment
- Performs related duties as required

Qualifications:

- Ability to take direction willingly
- Ability to learn general library skills and routines
- Knowledge of alphabetical, numerical and decimal system of arrangement
- Able to adapt to changing procedures and situations
- Able to understand and carry out oral and written instructions
- Able to work independently and assume responsibility
- Able to operate library equipment as assigned
- Basic computer skills
- Knowledge of English language, spelling and arithmetic

Mental Requirements:

- Is accurate
- Able to maintain confidentiality of library records and managerial matters
- Is flexible, works under short time constraints, and meets deadlines
- Able to interact and work effectively with customers, supervisors, co-workers and volunteers
- Able to interpret and follow policies and guidelines

Physical Requirements:

- Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts, including onto the elevator to access the basement; filling and lifting mail bins; dexterity to open talking book cases; picking up litter; spreading ice melt
- Standing or sitting for periods of time
- Writing or typing to complete work forms

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Desirable Qualifications:

- Ability to use Microsoft Office Suite
- Intermediate computer skills
- High energy, self-motivated and easily able to adapt to change in a rapidly growing library system

Process: Deadline for applications: **February 18, 2012**
 Interviews anticipated: Week of February 20, 2012
 Decision anticipated by: February 27, 2012
 Starting date: March 1, 2012

Candidates should submit a CMPL employment application (<http://www.cmpl.org/Library/Employment.htm>) and three references to:

Emily Kubash, Head of Popular Materials
Clinton-Macomb Public Library
40900 Romeo Plank Road
Clinton Township, MI 48038

Or: ekubash@cmpl.org

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