JOB POSTING
CLINTON-MACOMB PUBLIC LIBRARY
PROVISIONAL COLLECTION MANAGEMENT
SPECIAL PROJECTS PAGE

Position: Provisional collection management page, 10-20 hours per week, including some evening and weekend hours

This person performs duties related to materials management and assists with projects related to collections and programming. This person will report to the Head of Collection Management.

Wage: $11.22 an hour

Benefits: Flexible schedule, great work atmosphere in a dynamic library system

Primary Job Duties:
- Collection maintenance including weeding, shifting, updating labels, and discarding items
- Assisting the Library Things to Go selectors with maintenance of the collection
- Prepares for emergencies and helps maintain a safe work environment
- Other duties as assigned

Required Qualifications:
- Ability to take direction willingly
- Knowledge of alphabetical, numerical and decimal system of arrangement
- Desire to meet and serve the public
- Ability to learn and use computer applications
- 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 equipment as assigned
- Previous library experience helpful
- Good typing skills
- Good organizational skills
- Knowledge of English language, spelling and arithmetic

Mental Requirements:
- Is accurate
- 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 maintain confidentiality of library records
- 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 or pulling carts weighing up to 300 pounds; spreading ice melt
- Standing or sitting for periods of time
- Writing or typing to complete work forms

Apply to:
Celia Mulder, Head of Collection Management (cmulder@cmpl.org)
Clinton-Macomb Public Library
40900 Romeo Plank Road
Clinton Township, MI 48038-2995

Candidates should submit by email, mail, or drop-off in person:
A cover letter, employment application (www.cmpl.org/AboutUs/Employment.asp), and a separate page with answers to the following questions:
1. What are the key motivators that encourage you to perform at your best?
2. What is your comfort level with changes in responsibility and learning new skills?
3. What is your availability?

Process:
- Deadline for applications: January 14, 2024
- Interviews anticipated: January 16-18, 2024
- Decision anticipated by: January 22, 2024
- Target starting date: February 5, 2024

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. This is an at-will position. The Clinton-Macomb Public Library is an equal opportunity employer. All decisions affecting employment shall be made without regard to an individual’s race, color, religion, marital status, familial status, family responsibilities, veteran status, age, sex, sexual orientation, gender identity, height, weight, national origin, disability or other classification protected under federal, state or local law.