



Position Opening

Position: Processing Page

Duties Include: Primarily responsible for preparing materials for the collection following strict guidelines for a variety of formats. Additional duties include repairing damaged materials, cleaning discs, operating assigned equipment and other tasks related to Technical Services.

Job Requirements:

- Ability to follow directions
- Strong organizational skills and attention to detail
- Manual dexterity and good vision
- Ability to sit or stand for extended periods of time
- Ability to work independently and as part of a team

Qualifications:

- High school graduate
- Knowledge of alphabetical, numerical and decimal system of arrangement
- Ability to use various computer programs and scanner
- Previous library experience in technical services preferred

Hours: 15 hours per week, weekdays between 9 am and 5 pm

Pay range: \$8.50 – \$9.50

Deadline for application: Friday, October 30, 2015

Applications are available at the Information Desk at the Northville District Library and www.northvillelibrary.org

Please submit application and resume, by mail, fax or e-mail to:

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