City of Hamtramck

3401 Evaline Avenue
Hamtramck, Michigan 48212

Invites applications for the position of:

Part-Time Library Page

An Equal Opportunity Employer

Job Description Summary:
Hamtramck Public Library is looking for a well-organized applicant to fill a part-time position of Library Page. The Library Page placed new and returned materials on the shelves, and maintains the library shelves, boards, and display tables in spotless conditions.

Essential Job Duties:
The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Shelves Library Materials.
- Completes shelf reading.
- Dusts the shelves and display tables.
- Assists in shifting library materials.
- Maintains neat and tidy work environment.

Education and Experience: High School Diploma or equivalent. Six months of experience in a public library preferred.

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.

Application Process: Email resumes to HR@hamtramckcity.com. Open until filled.

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