

**Brighton District Library**  
**June 18, 2018**  
**Job Posting**  
**Shelver I**

**Position:** Shelver I

**Start Date:** Immediate

**Salary:** \$9.25 per hour

**Hours:** 3 to 9 hours per week, plus flexibility to substitute as needed.  
Must be available for day, evening and weekend hours.

**Qualifications:** Excellent organizational, spelling, alphabetizing and reading skills. Must be familiar with and understand the Dewey Decimal System. Attention to detail, ability to follow instructions carefully and work independently. Must be a self-motivated person who needs minimal supervision. Must be 14 years of age or older.

**Job Duties:** Primarily responsible for returning library materials to their proper locations. Your job will include emptying book return bins and sorting books that are returned. Shelf reading will be part of your regular job. A certain area of the library may be given to you to maintain on a constant basis.

**Physical Activity Requirements:**

1. Lifting and carrying up to 35 lbs.
2. Stooping, bending, reaching overhead and horizontally, twisting, pushing and pulling.
3. Grasping and handling items.
4. Moving throughout the library.
5. Standing and walking for three or four consecutive hours per day.
6. Good vision.

**To Apply:** Submit an application (form available online at [brightonlibrary.info/employment](http://brightonlibrary.info/employment) or at the Brighton District Library) for this position to:

**Vicki Dutcher**  
**Brighton District Library**  
**100 Library Drive, Brighton, MI 48116**

**Application Deadline: Wednesday, June 27, 2018**

**Any inquiries should be directed to Vicki Dutcher,**  
**810-229-6571, ext 231 or email at [vdutcher@brightonlibrary.info](mailto:vdutcher@brightonlibrary.info)**