

Brighton District Library

April 14, 2025

Job Posting

Shelver II

Position: Shelver II

Type: Part time, permanent

Hours: Three to nine hours per week, mainly early morning, approx. 7-10am. Must be flexible and available to substitute when needed for mornings, afternoons, and weekends.

Salary: \$12.48 per hour

Start Date: Immediate

General Description of the Position:

Primarily responsible for collecting returned materials, organizing, and returning materials to their proper locations. You will also need to straighten library, shelf-read, sort returns, and process items on the computer.

Required Qualifications:

- Excellent organizational, spelling, alphabetizing, and reading skills.
- Must be familiar with and understand the Dewey Decimal System. There will be a test on alphabetizing and the Dewey Decimal System.
- Attention to detail, ability to follow instructions carefully, and work with a team.
- Must be self-motivated and need minimal supervision.

Additional Required Qualifications:

1. Must be able to lift and carry up to 35 lbs.
2. Stooping, bending, squatting, twisting, pushing and pulling.
3. Grasping and handling items, lifting overhead.
4. Moving throughout the library, using a stool to reach up.
5. Standing and walking for two to three consecutive hours a day.

How to Apply:

Find a printable application online at brightonlibrary.info/employment-opportunities/, or pick one up at the Brighton District Library checkout desk.

Return paper application to:

Valerie Haggerty, Shelver Supervisor, Brighton District Library,
100 Library Drive, Brighton, MI 48116

Deadline: Until position is filled