

Portage Lake District Library
58 Huron Street, Houghton MI 49931
906-482-4570
katrina@pldl.org
www.pldl.org

**Library Page
Job Posting - Closes Feb. 15th, 2025**

Supervisor: Circulation Supervisor/Collection Development Manager

Classification: Portage Lake District Library

Apply: Online or in-person

Hours/Schedule: Evening Page 8-14 hours per week

- Wednesday & Thursday: 4:15-8:15pm
- Every Other Saturday: 9:15-3:15pm

Hourly Rate: \$12.00

Overview

A Library Page is a Portage Lake District Library employee who is assigned entry-level duties and responsibilities based on time of service at PLDL, education, other library experience, demonstrated superior performance or a combination of these qualities. A Library Page does not supervise other employees.

Primary Duties

- Performs circulation desk procedures, such as checking materials in and out, registering patrons, issuing cards, and accepting payments.
- Helps patrons locate materials in the library.
- Helps patrons with library computers, personal devices, and databases in relation to library resources and services.
- Provides patrons with general reference and reader's services.
- Other activities as directed by the Circulation Supervisor/Collection Development Manager.

Minimum Qualifications

- Some high school classes and a work permit from the person's school (if applicable).
- Moderate level of computer capabilities.
- Strong oral and written communication skills.
- A criminal background check (unless under 18 years of age).

People working in this position need to be able to see, stand, walk, and lift up to 40 pounds.

Please submit a cover letter, resume and PLDL employment application via email, U.S. mail, or at the front circulation desk by end of day **Saturday, February 15th, 2025**.

Posted by Katrina Linde-Moriarty, Library Director.