

POSITION OPENING

POSITION: Library Assistant

DUTIES: Participate in providing direct patron services.
Cooperate in all aspects of the operation of the Circulation Department.
Perform a wide variety of routine and occasionally complex clerical and keyboard work requiring the application of judgment and knowledge.
Perform other duties as assigned.

LOCATION: Graubner Library
65821 Van Dyke, Washington MI 48095

QUALIFICATIONS: Positive public service orientation; must have ability to work pleasantly with the public
High School Diploma or equivalent
Knowledge of and experience with computers
Dependable work habits; attention to detail; ability to work quickly and accurately; reliability; flexibility

RESPONSIBLE TO: Head of Circulation

SALARY: \$9.51 per hour, no benefits

HOURS: up to 20 hours/week includes day, weekend and evening hours

SUBMIT: Letter of interest, completed job application and resume

APPLY TO: Maureen Swanwick, Head of Circulation
Romeo District Library, Graubner Branch
65821 Van Dyke
Washington, MI 48095

APPLICATION DEADLINE: Until filled