



Position Opening

POSITION: Library Assistant

DUTIES:

- *Greet library visitors
- *Check library materials in and out; empty return bins
- *Renew items over the phone or in person
- *Alert patrons to fine and fees on their accounts; collect payments
- *Issue and renew library cards; explain library card policies
- *Maintain hold shelf; answer patrons' questions about holds
- *Answer the telephone and direct calls appropriately
- *Enforce library policies using a polite and professional approach
- *Other duties and projects as assigned

LOCATION: Graubner Library
65821 Van Dyke, Washington, MI 48095

QUALIFICATIONS:

- *Positive public service orientation; must have ability to work pleasantly and courteously with the public and staff
- *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
- *Able to lift, push, and/or pull at least 20 lbs; able to communicate effectively with the public
- *Previous library or customer service experience is preferred

RESPONSIBLE TO: Head of Circulation

SALARY: \$9.51 per hour, no benefits

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

SUBMIT: Letter of interest, completed job application and resume to:
Maureen Swanwick, Head of Circulation
Romeo District Library
65821 Van Dyke
Washington, MI 48095

www.romerodistrictlibrary.org
(586) 752-0603