



## 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:** 8+ hours per week: Thursday evening 5-9, alternating Fridays and Saturdays, occasional Sundays
- SUBMIT:** Letter of interest, completed job application and resume to:
- Maureen Swanwick,  
Head of Circulation  
Romeo District Library  
65821 Van Dyke  
Washington, MI 48095