



JOB POSTING

POSITION: Library Assistant

WAGE: Grade 4 \$14.04 per hour

STATUS: Part-time (12+ hours per week; includes evenings and occasional weekends)

GENERAL DESCRIPTION OF THIS POSITION:

Library Assistants provide direct patron assistance through charging and discharging materials, answering questions in person and on the phone, and assisting in other library operations. This is a front line position that requires excellent public service skills.

REQUIRED QUALIFICATIONS:

Must be a high school graduate, with some college preferred

Ability and desire to serve the public positively, pleasantly, and efficiently in a fast-paced, demanding environment

High energy and the desire to be a cooperative team member

Demonstrated ability to do detailed work accurately while performing several tasks simultaneously

Excellent communication skills and ability to interact with staff and public with tact, courtesy, and good judgement

Ability to type, use computers, and operate office equipment

Flexibility in scheduling work hours and adding hours when needed

Ability to stand for several hours at a time; some lifting, bending and stooping.

APPLICATION PROCESS:

Interested persons should submit a letter of application, resume, and completed SDL application (found on website: <https://www.salinelibrary.org/about/employment/>) to:

Arlene Wall, Support Services Manager

Saline District Library

555 N. Maple Rd., Saline, MI 48176

arlene@salinelibrary.org

Applications received by Monday, May 3, 2021 will receive first consideration. If any accommodations are required to complete the application process, please contact Ms. Wall at the above address.