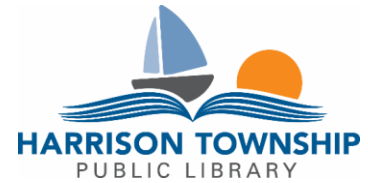


# Library Associate

Harrison Township Public Library

\$10.50/hour, part-time, 10-15 hours per week



The Harrison Township Public Library is a Class IV library with a service population just under 25,000. Harrison Township is a beautiful waterfront community located on Lake St. Clair with a number of local recreational activities for outdoor enthusiasts. The library was established as a community-funded entity in 2015 and continues to grow. HTPL is seeking a personable, enthusiastic individual to join us on our journey.

Library Associates form the backbone of HTPL's staff and serve many diverse roles.

Duties include but are not limited to:

- Provide in-person or over-the-phone service to library patrons, volunteers, and staff
- Perform all circulation desk operations
- Process library materials
- Collect/negotiates monetary charges
- Provide readers' advisory and reference services
- Provide computer assistance including but not limited to Microsoft Office, email, online searches, social media, and the library's print management system
- Assist patrons with electronic resources
- Accuracy with mathematical computations, such as counting money and making change
- Assist with programs as needed
- Shelve library materials properly as well as sort and file alphabetically
- Other tasks as assigned

Minimum qualifications:

- High School Diploma
- Positive, proactive customer-oriented attitude
- Excellent verbal communications skills
- Computer proficiency including Windows Operating System, Microsoft Word and Excel, web utilities including email and searching
- Flexibility in scheduling including nights and weekends
- Ability to lift 50 pounds, stand for extended periods of time, kneel, and crouch

Preferred qualifications:

- Customer service experience
- Previous library experience