



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