



Auburn Hills Public Library Job Announcement

POSITION: Adult Services Assistant, Part-time
SALARY: \$12.00/hour
HOURS: 18-24 hours, per week; maximum of 28, including evenings and Saturdays. **Must be flexible.**
DATE AVAILABLE: Immediately

QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university.
- Library experience is preferred.
- Ability to market and advertise programs through social media and the Library's website.
- Proficiency utilizing current and emerging technology and workplace software applications, i.e. tablets, e-Readers, iPads, Microsoft Office Suite, Internet navigation, e-mail, etc.
- Ability to work independently and take initiative in assisting and developing services and programs for adults.
- Ability to promote and maintain effective relationships with other staff and work in a team environment.
- Strong organizational and time management skills.
- Emphasis on service, with strong ability to speak and write effectively.
- Self-motivated and a fast learner.

PRIMARY JOB DUTIES:

- Assist patrons using online catalog, electronic resources, Internet computers, copiers, and print management system as well as conduct phone reference.
- Develops creative programs for adults.
- Shares the responsibility for displays and bulletin boards in the adult area.
- May attend relevant workshops and meetings.
- Perform other duties as assigned.

PHYSICAL DEMANDS:

- Specific vision abilities required by this job include: close vision, ability to adjust focus, and see keyboards. Must be able to sit, bend, and/or walk for extended periods of time. Must be able to reach, and carry books or boxes of books, push book carts, use the telephone, lift, push, pull objects weighing up to 40 pounds.

Submit cover letter, resume, and application to:

Auburn Hills Public Library, 3400 East Seyburn Drive,
Auburn Hills, MI 48326

Attn: Jan Waun, jwaun@auburn-hills.lib.mi.us

The application is available at: <http://auburn-hills.lib.mi.us>

Application Deadline: Until position is filled.