



Garden City Public Library  
31735 Maplewood St.  
Garden City, MI 48135

## JOB ANNOUNCEMENT

- Job Title:** Library Aide – part time
- Hours:** Up to sixteen (16) hours per week, including Saturdays and evenings.
- Duties Include:** Library Aide is responsible for answering general reference and reader's advisory questions; supervising circulation Clerks; assisting patrons with computers, catalog, fax, and copy machine; handling Library money; issuing library cards; cataloging materials; assisting Librarians in planning, promoting, and presenting Library programs and in creating and maintaining displays; managing our social media sites, and other duties as assigned.
- Qualifications:**
- Essential:** Completion of a four-year college degree from an accredited college or university; effective oral and written communication skill; intermediate or higher skill level with computers and the Internet.
- Physical:** Able to lift, push, and/or pull at least 20 pounds; able to visually review materials and discern voice and audible tones. The type of physical demands of this job include: stooping, kneeling, crouching, and reaching overhead and horizontally.
- Desired:** Experience working with youth and teens. One or more years of library experience. Knowledge of the CARL automation system, MeLCat, OverDrive, and Hoopla.
- Wage:** \$13.00/hr.
- To Apply:** Submit cover letter, resume, and three references to
- Human Resources Department  
City of Garden City  
6000 Middlebelt Rd  
Garden City, MI 48135**
- or via email to: [marthag@gardencitymi.org](mailto:marthag@gardencitymi.org)
- Deadline:** Until filled

Garden City Public Library is an equal opportunity employer.