

Romulus Public Library

Part-time Library Assistant (22 hours/week)



Job duties:

- Assist patrons of all ages at the Circulation Desk on the phone and in person.
- Assist patrons with computer questions.
- Handle cash transactions for overdue fines, copying and other fees.
- Provide reference assistance and readers advisory.
- Post events, photos and library news on social media.
- Process incoming and outgoing interlibrary loan items.
- Assist with preparing library displays in display cases, bulletin boards and kiosks.
- Assist with projects.
- Other duties as assigned.

Job requirements:

- Minimum of two years of college coursework required; Bachelor's degree preferred.
- Minimum of one year of library experience, preferably in a public services position.
- Computer literacy including use of databases, MS Word, Excel and Publisher required; experience with SIRSI Workflows or other library computer software preferred.
- Experience using Facebook, Instagram and Twitter.
- Excellent communication and interpersonal skills.
- Ability to provide superior customer service to library users of all ages.
- Ability to operate standard office equipment such as a copy machine.
- Ability to work cooperatively with library staff in a team environment.
- Ability to produce neat, accurate and timely work within an established timeframe.
- Excellent written and oral communication skills.
- Must be able to lift and push 25 pounds

Hours: Tues. 9:30 a.m. – 2:30 p.m., Wed. 2-8 p.m., Thurs. 9:30 a.m. – 2:30 p.m., alternating Fri/Sat. 11 a.m. – 5 p.m.

Salary: \$11-11.25/hr.

Benefits: none

Reports to: Library Director

HOW TO APPLY: Submit a City of Romulus application and resume to the:
City of Romulus
Human Resources Department
11111 Wayne Road
Romulus, MI 48174

The application is available on the City's website: www.romulusgov.com

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED