



JOB POSTING

POSITION: Library Assistant

WAGE: Grade 4 \$12.88 per hour

STATUS: Part-time (15 hours per week; includes evenings and weekends)

GENERAL DESCRIPTION OF THIS POSITION:

Library Assistants provide direct patron assistance through charging and discharging materials, answering questions in person and on the phone, and assisting in other library operations. This is a front line position that requires excellent public service skills.

REQUIRED QUALIFICATIONS:

- Must be a high school graduate, with some college preferred
- Ability and desire to serve the public positively, pleasantly, and efficiently in a fast-paced, demanding environment
- High energy and the desire to be a cooperative team member
- Demonstrated ability to do detailed work accurately while performing several tasks simultaneously
- Excellent communication skills and ability to interact with staff and public with tact, courtesy, and good judgement
- Ability to type, use computers, and operate office equipment
- Flexibility in scheduling work hours and adding hours when needed
- Ability to stand for several hours at a time and do some lifting, bending and stooping

APPLICATION PROCESS:

Interested persons should submit a letter of application, resume, and completed SDL application (found on website: www.salinelibrary.org) to:
Arlene Wall, Support Services Manager
Saline District Library
555 N. Maple Rd., Saline, MI 48176
arlene@salinelibrary.org

Applications received by Monday, May 28, 2018 will receive first consideration.