

MANCHESTER DISTRICT LIBRARY

912 City Rd, P.O. Box 540, Manchester, MI 48158 734.428.8045

## **Part-time Library Assistant**

Hours: Day, evening and weekend shifts.

Approximately 20 hours a week

### **Essential Job Functions**

Performs variety of library duties including but not limited to:

- Provides Customer Service at circulation desk, checking materials in and out, processing financial transactions, and registering library borrowers using an automated library system. Assisting curbside patrons as well as in house patrons, Assisting with programs.
- Answers library telephone, assisting borrowers with circulation related needs.
- Shelve books, empty book drop box.
- May be assigned to interlibrary loan, cataloging requests or technical service area as needed.
- Assisting patrons with computer, printers and photocopy machine.

### **Job Requirements**

Required knowledge, skills, abilities and minimum qualifications:

- High school diploma or equivalent, some library experience a plus.
- Ability to take direction willingly and easily adaptable to change.
- **Strong** computer skills; experience with Excel, Publisher, Google Docs preferred.
- Ability to communicate accurately, clearly and concisely in written and verbal formats.
- Ability to lift materials up to 40 pounds; sit and/or stand for extended periods of time, push or pull wheeled carts, use a telephone.
- Enjoy working with the public.

Please send resume' and cover letter attention:

K. Dimond - Circulation

mdlhr912@gmail.com