



MELVINDALE PUBLIC LIBRARY

18650 Allen Road, Melvindale, MI 48122 Phone: (313) 429-1090 Fax (313) 388-0432

Part-time Library Assistant (21.5 hours/week)

Job Duties

Assists patrons of all ages with instruction on the use of the library

Processes, withdraws, repairs and shelves library materials.

Assists with library programs and displays.

Assists patrons with computer usage: Microsoft Office, printing, emailing, and uploading files to USB drives.

Administrates the library's Facebook page.

Performs circulation desk procedures: checking in/out materials, registering patrons, collecting fees and answering the phone.

Process incoming and outgoing interlibrary loan materials.

Assists patrons with ready-reference questions and reader advisory.

Records departmental statistics.

Performs other work related duties as required.

Job Requirements:

Strong customer service orientation.

Bachelor's degree required. MLS student or grad preferred.

Excellent written and oral communication skills.

Knowledge of Microsoft Office software.

Detail oriented.

Strong problem solving skills.

Ability to operate office equipment properly.

Ability to prioritize tasks.

Able to calculate basic math problems, make change without a cash register.

Physical Requirements

Must be able to occasionally move/lift 20 pounds.

Must spend a significant amount of time standing.

Walking, stooping, bending, twisting and reaching.

Talking and hearing; use of telephone.

Use of hands to finger, grasp, handle, feel or operate objects, tools or controls.

Benefits: none

Salary: \$15.00/hr.

Tuesday & Thursday 11:30 – 8pm

Friday 11:30 – 5pm OR Saturday 11:30 – 5pm

Reports to: Library Director

Send cover letter, resume and 3 references to:

Theresa Kieltyka

Melvindale Public Library

18650 Allen Road

Melvindale, MI 48122

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