



60 East Pike Street, Pontiac, MI 48342

Bi-Lingual Library Assistant, Outreach Services

Part-time: 25 hours weekly

Wage Range: \$10.45-\$12.00

Immediate Supervisor: Library Director

Job Posted December 18, 2019

Deadline: Until Filled

The essential job duties for the Library Assistant, Outreach Services:

- Assist Librarians in promotion and implementation of library programs.
- Assist at reference desk and computer lab
- Recruiting, Interviewing and Supervising volunteers
- Outreach in the community promoting library programs and services.
- Assisting the library administration in library advocacy initiatives.
- Conducting tours of the library building and collections.
- Other duties as assigned.

Skills and Requirements:

- Bi-lingual; speaks fluent Spanish and fluent English
- Ability to translate advertisements to Spanish
- Excellent customer service skills
- Ability to work independently and as part of a team
- Knowledge of the Pontiac Community
- Attention to detail
- Organizational skills
- Ability to adapt to change
- Commitment to innovation and continuous improvement
- High School Diploma required. College studies and Library Experience preferred.
- Skilled using computers and multi-line phone systems.

Working Conditions: Work in an urban library setting directly with the public • Sustained posture in a standing, seated or walking position for prolonged periods of time • Perform bending, lifting, and pushing • Transportation to local locations for Outreach

Application Procedure: All applicants must submit a completed Pontiac Public Library Employment Application, Resume, Cover letter, and three references to be considered for the position. Please fax, mail or email the application and any accompanying documents to Devan Green, Library Director, dbgreen@tln.lib.mi.us, 60 East Pike, Pontiac, MI 48342 Fax: 248-430-8254. For more information, you may contact the library 248-758-3942.

Pontiac Public Library is an Equal Opportunity/Affirmative Action Employer. All interested applicants are encouraged to apply.