

**Position Title:** Library Assistant  
**Reports to:** Charter Township of Royal Oak Public Library Board of Trustees  
**Hours of work:** 9 hours per week Tuesday thru Thursday  
**Classification:** Part-Time

**Purpose and Scope:**

Applicant should possess superior customer service and communication skills. He or she should be comfortable working within a team oriented work environment, to provide high quality library services to library patrons.

**Specific Duties:**

1. Provides direction and other assistance to the public
2. Responsible for answering incoming calls and properly directing telephone requests.
3. Collects fees for overdue/damaged books, lost materials, records and deposits all fines, fees, collected from copies, fax and all other revenue within the cash box and other duties as assigned.

**Qualifications:**

1. High School Diploma and/or a GED
2. Strong Customer Service skills, along with dedication to the public.
3. Ability to handle confidential and sensitive information in an appropriate and secure manner.
4. Ability to organize work under minimal supervision.

Please fax or mail Resume to:  
Charter Township of Royal Oak Public Library  
21131 Gardenlane 2<sup>nd</sup> floor  
Ferndale, Michigan 48220  
248-658-0154 - Fax Resume

OR