Romulus Public Library
Part-time Library Assistant I (23 hours/week)

Come and join our dynamic team! The Romulus Public Library has just received the Enhanced Level Certification from the State of Michigan.

Job Duties
- Assist patrons of all ages at the Circulation Desk on the phone and in person
- Handle cash transactions for overdue fines, copying and other fees
- Provide reference assistance, readers advisory, and computer questions
- Process incoming and outgoing interlibrary loan items
- Book repair
- DVD/audiobook disc cleaning
- Manage hold shelf and return books not picked up
- Weed old library card applications
- Lost and Found/Lost Library Card weeding
- Update Google calendar
- Manage people counter tracking; prepare new Excel spreadsheets
- Prepare welcome packets
- 1,000 Books Before Kindergarten prep
- One-on-One computer tutoring
- Process withdrawn materials
- Assist with projects
- Other duties as assigned

Requirements
- Associates Degree or some college course work
- Minimum of six months of library experience, preferably in a public services position
- Ability to provide superior customer service to library users of all ages
- Strong computer skills; experience with Excel, Publisher, Google Docs preferred
- Experience with TLC CARL or other library computer software preferred
- Excellent communication and interpersonal skills
- Ability to operate standard office equipment such as a copy machine and fax machine
- Ability to work cooperatively with library staff in a team environment
- Ability to produce neat, accurate and timely work within an established timeframe
- Excellent written and oral communication skills
- Must be able to lift and push a minimum of 25 pounds

Hours
- Mondays 2:30 p.m. – 8 p.m.
- Wednesdays 9:30 a.m. – 2 p.m.
- Thursdays 9:30 a.m. – 3 p.m.
- Alternating Fridays 10:30 a.m. - 6 p.m. and Saturdays 9:30 a.m. – 5 p.m.

Salary: $11.25/hr.

Benefits: none

Reports to: Assistant Director

HOW TO APPLY: Submit a City of Romulus application and resume to the:
City of Romulus, ATTN: Human Resources Department
11111 Wayne Road
Romulus, MI 48174

The application is available on the City’s website: www.romulusgov.com

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED