

Come and join our dynamic team! The Romulus Public Library has just received the Enhanced Level of the QSAC; we recently made our Adult Services Position full-time; and we are open more hours than ever in our library's history (55 hours per week)!

### **Job Duties**

- Assist patrons of all ages at the Circulation Desk on the phone and in person
- Assist patrons with computer questions
- One-on-one computer tutoring
- Handle cash transactions for overdue fines, copying and other fees
- Provide reference assistance and readers advisory
- Process incoming and outgoing interlibrary loan items
- Book Repair
- Assist with display preparation
- Copying calendars, flyers, and posters for distribution and display within the library
- Assist with projects
- Other duties as assigned

### **Requirements**

- Associates Degree or some college course work preferred
- 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 written and oral communication skills and interpersonal skills
- Ability to operate standard office equipment such as a copy machine and fax machine
- Capability to work cooperatively with library staff in a team environment
- Ability to produce neat, accurate and timely work within an established timeframe
- Must be able to lift and push a minimum of 25 pounds

### **Hours (some shifts may be flexible)**

- Mondays 1 p.m. – 8 p.m.
- Tuesdays 9:30 a.m. – 2 p.m.
- Thursdays 9:30 a.m. – 1:30 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](http://www.romulusgov.com)

**APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED**