

Library Assistant (9 hrs) - Royal Oak Township Public Library

Royal Oak Township Public Library is seeking a part-time Library Assistant. 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 of all ages.

Library Operating Hours: 11 a.m. - 6 p.m., Tues - Thurs

Library Assistant Hours: 3 p.m. -6 p.m., Tues - Thurs (9 hours per week)

Salary: \$11.00 per hour

Duties:

- Provides direction and other assistance to the public.
- Responsible for answering incoming calls and directing telephone requests.
- 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.
- Shelving and organizing library materials

Qualifications:

- High School Diploma and/or a GED, some secondary education preferred.
- Strong Customer Service skills, along with dedication to the public.
- Ability to handle confidential and sensitive information in an appropriate and secure manner.
- Ability to communicate, read, write, compute, use computers and other office equipment such as multi-line telephone, copier, FAX, scanner,
- Ability to use Microsoft Windows, Microsoft Office, and assist patrons using the computers.
- Ability to organize work under minimal supervision.

Preferred Qualifications:

- Coursework in Library Science or Education

Physical Requirements:

PHYSICAL REQUIREMENTS: The following should represent the physical requirements of the essential job functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 40 pounds) associated with the job duties is required.

To apply: Please fax resume to 248-547-1415 or email to roaktwplib@tln.lib.mi.us.

For inquiries please call 248-542-9205.

About Royal Oak Township Public Library

Royal Oak Township Public Library is a place to learn and grow! We serve the small community of the Charter Township of Royal Oak located adjacent to Detroit, Oak Park, and Ferndale, Michigan.