

## **Riverview Veterans Memorial Library Position Posting**

The Riverview Veterans Memorial Library is seeking an energetic and enthusiastic Library Assistant. This position will work report to the Director and will support the Library's circulation and youth programming needs.

**Position:**                    **Library Assistant – Youth Services  
Permanent Part-Time**

**Salary Range:**            \$11.00 per hour

**Hours:**                    15-20 hours per week; including evenings and weekends

**Responsibilities:**

- Perform a variety library clerical work including, but not limited to, the circulation of materials and maintaining library accounts
- Provide reader's advisory, reference, computer assistance both in person and over the phone
- Assist Director with storytimes and other youth programming as needed
- Assist with adult program planning, implementation and clean up as needed
- Shelving and organizing library materials
- Performs open and closing procedures
- Performs other duties and special projects as assigned

**Qualifications:**            **Minimum:**

- 2+ years of college credits in Information Science or equivalent field
- Desire to serve the public in a positive manner
- Knowledge of library practices
- Physical ability to push/pull fully loaded book carts, lift/carry materials weighing up to 30 pounds and stoop/bend often.
- Ability to operate a variety of library equipment including computers, multi-line phone system, cash register, printer, scanner, fax and copy machine and other equipment as added or required.

**Preferred:**

- 2+ years experience in a library environment working with youth programming
- Knowledge of library-related technology

**Application Process:**    Resume, cover letter and City of Riverview application required. The application and complete job description can be found under Human Resources on the city's website: [cityofriverview.com](http://cityofriverview.com). You may also email your resume, cover letter and application to [cmayerich@cityofriverview.com](mailto:cmayerich@cityofriverview.com).

**Apply To:**                    City of Riverview, Human Resources Department  
c/o Riverview Veterans Memorial Library  
14100 Civic Park Drive, Riverview, MI 48193

**Deadline:**                    Until filled

The City of Riverview and the Riverview Veterans Memorial Library are Equal Opportunity Employers.

**Riverview Veterans Memorial Library | 14300 Sibley Road, Riverview, MI 48193 | 734-283-1250  
[riverviewpubliclibrary.com](http://riverviewpubliclibrary.com)**