

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 programming needs.

Position: **Library Assistant
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 patrons with technology needs including word processing, printing and accessing library relate apps
- Assist with 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
- 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. You may also email your resume, cover letter and application to 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**