

Romulus Public Library

Part-time Library Assistant I (25 hours/week) – **TWO POSITIONS**



Come and join our dynamic team!

Job Duties

- Greet and 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 computer and other technology assistance
- Process incoming and outgoing interlibrary loan items
- Assist with 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- Process withdrawn materials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

Weekdays, evenings, and alternating Saturdays

Salary: \$11.25/hr.

Benefits: This position may be eligible for paid time off under the Paid Medical Leave Act (PMLA).

Reports to: Assistant Director/Youth Services Librarian

HOW TO APPLY: Submit a City of Romulus application and resume to the:

City of Romulus, ATTN: Human Resources Department – dferguson@romulusgov.com

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