

**Romulus Public Library**  
Part-time Library Assistant I (25 hours/week)



Come and join our dynamic team! The Romulus Public Library has received the Enhanced Level Certification from the State of Michigan.

**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
- Prepare displays in multiple areas of the library
- Promote the library through social media platforms including Facebook, Twitter, and Instagram
- 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- Process withdrawn materials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**

- Mondays 9:30 p.m. – 2:30 p.m.
- Tuesdays 9:30 p.m. – 2:30 p.m.
- Wednesdays 1 p.m. – 6 p.m.
- Thursdays 1 p.m. – 6 p.m.
- Alternating Fridays and Saturdays 9:30 a.m. – 2:30 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**