

## Royal Oak Twp: Searching for Library Assistant

Location: 21131 Garden Ln, Ferndale MI, 48220

Duties: provides direction and other assistance to the public. Responsible for answering incoming calls and directing telephone requests. Shelving and organizing library materials. Assisting with library programs and displays. 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.

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 telephone, copier, fax, and scanner. Ability to use Microsoft Windows, Microsoft Office, and assist patrons using the computers. Ability to organize work under minimal supervision.

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 required.

Hours: 3pm-6pm Tuesday-Thursday (9 hours a week) with no benefits. Hours may be flexible depending on departmental needs.

Salary: \$11.00 per hour. Probationary period: first 90 days. Employment evaluations at 90 days, 180 days, and 1 year.