

# JOB DESCRIPTION SUMMARY LIBRARY ASSISTANT SOUTHFIELD PUBLIC LIBRARY

**JOB TITLE:** Library Assistant

**JOB CLASSIFICATION:** Non-Career; Part-Time; No Benefits

**SALARY RANGE:** The Library Assistant position starts at \$9.45/hour, with increases to a maximum of \$10.75 after 18 months

**HOURS:** 15-19 hours per week – Evening and weekend hours required

**JOB DUTIES**

- This position is responsible for providing patron service at the circulation desks. This includes greeting patrons, answering telephone calls, and a variety of computer tasks including checking materials in and out, issuing library cards, and collecting fees.
- Library Assistants also handle routine aspects of behind-the-scenes processes, and other duties as assigned.

**JOB REQUIREMENTS:**

Applicants must have:

- a high school diploma or equivalent
- good written and verbal communication skills
- a public service orientation
- a flexible schedule with evening and weekend availability
- the ability to push carts filled with books and lift boxes

**TO APPLY:**

Print a copy of the CITY OF SOUTHFIELD EMPLOYMENT APPLICATION found at <https://www.cityofsouthfield.com/sites/default/files/inline-files/generalapplication-fillable.pdf> \*Please fill out the information release page completely including the witness portion\*

Return application, along with your resume, to the LIBRARY CIRCULATION DESK, or e-mail to [carcher@southfieldlibrary.org](mailto:carcher@southfieldlibrary.org) or mail to:

Southfield Public Library  
Carla Archer, Support Services Coordinator  
26300 Evergreen Rd  
Southfield MI 48076

**LIBRARY HOURS:**

- Monday and Wednesday 1-9
- Tuesday, Thursday, Saturday 9:30 – 5:30
- Friday, Sunday [Sept-May] 1:00 – 5:00

No telephone calls will be accepted

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE Revised 03/14



Individuals with special needs who may need assistance with the application process should contact the library at (248) 948-0486 (voice) or (248) 354-4831 (TDD) if auxiliary aids or services are needed. Reasonable advance notice is required.