

LIBRARY ASSISTANT
RIVER ROUGE PUBLIC LIBRARY

SALARY: \$13.00/hr. (No benefits) this is a 20 hours per week position that includes evening and Saturday hours.

JOB REQUIREMENTS:

- Previous library experience preferred.
- Solid computer skills and the ability to use the online catalog and automation system.
- Ability to communicate effectively with public.
- Enthusiastic, friendly and approachable, with a strong commitment to public service excellence.
- Ability to multi-task and work under pressure.
- Heavy books, to lift and carry up to 25 lbs., and ability to bend and/or stoop repeatedly.

Principal Duties and Responsibilities:

- Cheerfully greet patrons entering the building.
- Provide circulation desk services for library users of all ages.
- Register new patron library cards.
- Check-out library materials to patrons.
- Check in books. Remove books from return boxes. Direct returned items to the appropriate locations for re-shelving.
- Pull holds for interlibrary loans. Process holds coming and going from TLN delivery.
- Assist library users on computers (troubleshooting).
- Provide general reference information and readers' advisory to library users in person and via telephone.
- Handle cash transactions for overdue fines, copying and other fees.
- Sort mail. Check in and process newspapers and magazines.
- Run reports of current holds, lost items, expired holds, and pending in-transit items.
- Ability to establish and maintain effective working relationships with other employees.

Desired Experience and Training

- Applicants must possess a Bachelor's Degree preferred.

Submit Application with Resume to: River Rouge Public Library
River Rouge, MI 48218
(313) 843-2040 Fax-(313) 842-4716