



JOB POSTING

TITLE: Adult Assistant

WAGE: \$19.38/hour

STATUS: Part-time (10 hours per week, includes evenings and weekends)

REPORTS TO: Head of Adult Services

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Staff the Adult Reference Desk.
- Assist library users with finding materials and information, using both print and online sources.
- Provide assistance in the use of library computer equipment and assist with troubleshooting.
- Maintain order throughout the Adult Department.
- Assist with Adult and Teen programs.
- Some additional tasks in support of Adult Department programs and activities may be assigned.

REQUIRED QUALIFICATIONS:

- B.A. degree or equivalent
- Strong public service outlook
- Experience working with people of all ages
- Knowledge of public libraries and their collections
- Computer experience
- Demonstrated ability to work independently
- Dynamic, energetic and resourceful
- Flexibility necessary with scheduling; evening and weekend hours required

DESIRED QUALIFICATIONS:

- Experience in working at a public library
- Knowledge of Dewey Decimal classification
- Knowledge of adult literature

TO APPLY: Submit in a *single* document: completed Saline District Library employment application (available at salinelibrary.org/about/employment), letter of application, and resume to:

Evan Smale, Head of Adult Services at evan@salinelibrary.org.

Please contact Evan via email or phone at 734-429-5450 with any questions.

Applications received by Monday, December 5, 2022 will receive first consideration.