



## **JOB POSTING**

**TITLE:** Library Assistant

**WAGE:** Starting at \$17.12/hour

**STATUS:** Part-time (Approximately 12 hours per week, includes evenings and weekends)

**REPORTS TO:** Support Services Manager

### **ESSENTIAL DUTIES and RESPONSIBILITIES:**

- Assist library users at front desk by checking out materials and providing account customer service
- Answer questions in person and on the phone
- Assist in other library operations.

### **REQUIRED QUALIFICATIONS:**

- High school graduate
- Ability and desire to serve the public positively, pleasantly, and efficiently in a fast-paced, demanding environment
- High energy and the desire to be a cooperative team member
- Demonstrated ability to do detailed work accurately while performing several tasks simultaneously
- Excellent communication skills and ability to interact with staff and public with tact, courtesy, and good judgement
- Ability to type, use computers, and operate office equipment
- Flexibility in scheduling work hours and adding hours when needed
- Ability to stand for several hours at a time; some lifting, bending and stooping

### **DESIRED QUALIFICATIONS:**

- Some college experience
- Public library work experience

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

Arlene Wall, Support Services Manager at [arlene@salinelibrary.org](mailto:arlene@salinelibrary.org)

Please contact Arlene via email or phone at 734-401-1268 with any questions.

**Applications received by Tuesday, May 28, 2024 will receive first consideration.**