



## JOB POSTING

**TITLE: Adult Services Assistant**

**WAGE: \$20.43/hour**

**STATUS: Part-time (13 hours per week, includes evenings; plus periodic 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](http://salinelibrary.org/about/employment)), letter of application, and resume to:

Evan Smale, Head of Adult Services at [evan@salinelibrary.org](mailto:evan@salinelibrary.org).

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

**Applications received by Tuesday, January 21, 2025 will receive first consideration.**