SALINE DISTRICT LIBRARY

JOB POSTING

TITLE: **Library Assistant**
WAGE: Starting at $19.81/hour
STATUS: Part-time (Approximately 12-15 hours per week, includes evenings and weekends)
REPORTS TO: Support Services Manager

ESSENTIAL DUTIES and RESPONSIBILTIES:

- 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), letter of application, and resume to:

Arlene Wall, Support Services Manager at arlene@salinelibrary.org

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

Applications received by Friday, November 13, 2026 will receive first consideration.