



400 West Main Street | P.O. Box 1130 | Fennville MI 49408
P: 269-561-5050 | F: 269-561-5251
fennvilledl.michlibrary.org

Job Description

Library Assistant I

Position Title: Library Assistant I

Job Summary: This position is responsible for performing a variety of routine paraprofessional and clerical library duties. This job requires a high level of public contact. This position reports to the Library Director.

Scheduled Hours:

Monday: 10:00 AM – 5:00 PM

Tuesday: 3:00 PM – 8:00 PM

Saturday: 9:00 AM – 2:00 PM

Sunday: 1:00 PM – 4:00 PM

Hours and Compensation: Part- Time, 20 hours per week, including evenings and weekends. Beginning wages shall start at \$17.00 per hour. Part-time employee benefits include holidays, sick time, and vacation pay.

Qualifications: High school diploma or GED; one to two years of college preferred.

Knowledge, Skills, and Abilities:

- Previous customer service experience.
- Enthusiasm and commitment to public service excellence.
- Knowledge of Spanish is helpful.
- Strong attention to detail.
- Basic mathematical skills.
- Ability to work with general supervision.
- Interpersonal and communication skills for interaction with staff and customers in an effective and courteous manner.
- Ability to operate a variety of equipment, including a computer, cash register, fax machine, and copier.



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Responsibilities:

- Serves the public by checking in and out library materials, issuing new and replacement library cards, and registering new patrons.
- Assists with interlibrary loan by retrieving and processing requested materials for shipment.
- Provides information and reader advisory services to patrons.
- Aids patrons in the use of library equipment and machines, including copier, printer, fax machine, computers, and the online catalog.
- Processes new library materials.
- Assists with programming.
- Performs other duties as assigned.

To Apply: Please submit a resume and cover letter to Krysta McHaney, Assistant Library Director, by email to kmchaney@fennvillelibrary.org. Applications are accepted through Wednesday, September 30, 2026.