

Job Description

Library Assistant I – Evening/Weekends

Position Title: Library Assistant I – Evening/Weekends

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.

Hours and Compensation: Part- Time, 20 hours per week, evenings and weekends. Beginning wages shall start at \$14.00 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:

- Knowledge of Spanish is helpful.
- Basic clerical skills, including computer and telephone skills.
- 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.

Responsibilities:

- Serves the public by checking in and out library materials, issuing new and replacement library cards, and registering new patrons.
- Sorts and shelves library materials and shelf-reads.
- Empties book drop-boxes.
- 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.



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- Performs clerical tasks.
- Performs other duties as assigned.

To Apply: Please submit a resume to Abi Avery, Assistant Library Director, by email to aavery@fennvillelibrary.org. Applications are accepted through Monday, July 7.