

POSITION:

Part-time Library Assistant

LOCATION:

Shiawassee District Library –Owosso Public Library Branch
502 W Main Street, Owosso, MI.

HOURS:

Part-time, 15 hours weekly. Variable schedule includes days, evenings and Saturdays.

WAGE & BENEFITS:

\$15.79 – \$17.20 per hour in four annual steps. There are no benefits for this position.

REPORTS TO:

Adult Services Librarian-Owosso

RESPONSIBILITIES:

- Provides positive, pleasant, professional customer service to the public
- Engages with patrons to solve problems in person, by email, or on the telephone
- Ability to conduct financial transactions involving cash, checks, debit/credit cards, etc.
- Circulates materials, including interlibrary loan, places reserves, and renews materials
- Assists patrons with various library machines and/or computers and is knowledgeable of the internet, Microsoft Office suite, Google applications and other commonly used computer programs
- Answers directional questions, assists patrons locating materials
- Answers simple reference or reader's advisory questions
- Issues, renews, and annually deletes expired library cards. Ability to explain residency eligibility to patrons, verify accuracy of patron registrations
- Keeps up with and uses current technologies (databases, downloadable materials, mobile printing, etc.)
- Use Library's online calendar, program registration,
- Assists with library programs
- Works in other library departments as needed
- Enforces patron behavior and all other library policies
- Other duties as assigned

REQUIREMENTS:**MINIMUM:**

- High school diploma
- Experience working with Windows-based computers, the internet, and financial transactions
- Able to lift, push, and/or pull up to 50 pounds
- Able to visually review materials and discern voice and audible tones
- Strong attention to detail
- Dependable and flexible work habits
- Desire to serve the public in a positive manner
- Familiarity with public library services

DESIRABLE:

- Public library work experience or experience in another public facing service role

APPLICATION: Due Saturday, July 20, 2024

Your application must include:

- resume
- cover letter
- completed library employment application

Applications are available at the Library's adult service desk. The application is also available on the Library's website at <https://www.mysdl.org/career-opportunities>

Return application in person at the Owosso Library during normal business hours or by email to the Library Director at kimberly.white@mysdl.org. Applications received after 11:59 pm on July 20 will not be considered.