



WILLIAM P. FAUST PUBLIC LIBRARY OF WESTLAND

JOB POSTING SEPTEMBER 11, 2014

Job Title: Library Assistant/Technical Services

Supervisor: Diane Mehl Circulation/Technical Services Department Head

Starting Wage: \$ 9.27 hr.-\$12.27 hr.

Scheduled Hours 32 hours per week

Application Deadline: 5:00 p.m. on Friday September 26, 2014

Application packet must include: a cover letter, an official WPL application (available on line westlandlibrary.org or the Reception desk) and a resume.

POSITION SUMMARY

Under general supervision, performs advanced clerical work, public service work, technical services work, services library patrons directly or indirectly, and other library work as required. This position requires complete confidentiality.

ESSENTIAL FUNCTIONS

- Performs circulation desk procedures, such as checking in and checking out materials.
- Registering patrons, collecting money, answering the telephone.
- Performs copy cataloging/enters library holdings in online catalog.
- Processes, withdraws, repairs and reconditions library materials
- Cross-training and working in other departments is a requirement.
- Performs other related work as required.
- Assists and directs patrons with mechanical operations of library equipment.

REQUIRED QUALIFICATIONS AND SKILLS

- **High School graduate or GED**
- **3 yrs. experience in library customer service**
- **1yr. of copy cataloging experience a must**
- **Punctuality and dependability**
- **Consistent display of public service attitude that reflects the library's values**
- **Knowledge of library operations and services, including an understanding of and adherence to fundamental principles of open access to library materials and the privacy rights of the patrons**
- **Ability to maintain confidentiality of private and/or sensitive information**
- **Excellent organizational and interpersonal skills**
- **Available to work nights and weekends**

ESSENTIAL PHYSICAL FUNTIONS

- **Ability to lift and carry boxes up to 25lbs and push loaded carts.**
- **Ability to sit, stand and walk for long periods of time, and the ability to bend, reach, stoop and crouch.**
- **Sufficient clarity of speech and hearing which permits the employee to communicate in writing and verbally.**
- **Sufficient vision which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form.**
- **Ability to work effectively under stressful conditions in a fast paced environment.**

APPICATION INFORMATION

Complete application packets-including application form, cover letter, and resume-postmarked or received by 5:00 Friday September 26, 2014 will be eligible for consideration.

Submit application packets to;

Diane Mehl, Department Head- Circulation / Technical Services

William P. Faust Public Library of Westland

6123 Central City Parkway

Westland MI 48185

