**Romulus Public Library**

Part-time Library Assistant (20 hours/week)

**Job duties:**

* Assist patrons of all ages at the Circulation Desk on the phone and in person.
* Assist patrons with computer questions.
* Handle cash transactions for overdue fines, copying and other fees.
* Provide reference assistance and readers advisory.
* Process incoming and outgoing interlibrary loan items.
* Process incoming magazines.
* Process weeded materials.
* Manage Lost and Found items.
* Select, delivery and return books to Read Boxes located at local parks.
* Post upcoming programs and library news on social media.
* Assist with projects.
* Other duties as assigned.

**Job requirements:**

* Bachelor’s Degree required
* Experience in a public services position in a public library or equivalent experience
* Computer literacy including use of databases and word processing required; experience with SIRSI Workflows preferred
* Strong interpersonal skills
* Ability to provide superior customer service to library users of all ages
* Ability to operate standard office equipment
* Ability to work cooperatively with library staff in a team environment
* Ability to produce neat, accurate and timely work within an established timeframe
* Excellent written and oral communication skills
* Must be able to lift and push 25 pounds

**Hours**: Mon. 3-8 p.m., Tues. 3-8 p.m., Wed. 9:30 a.m.-2:30 p.m., alternating Fri/Sat. 12-5 p.m.

**Salary:** $10/hr.

**Benefits:** none

**Reports to**: Library Director

**HOW TO APPLY:** Submit a City of Romulus application and resume to the:

City of Romulus

Human Resources Department

11111 Wayne Road

Romulus, MI 48174

The application is available on the City’s website: [www.romulusgov.com](http://www.romulusgov.com)

**APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED**