

Center Line Public Library

7345 Weingartz
Center Line MI 48015
586-758-8274
www.centerline.gov

Position: Assistant Librarian **Hours:** Part-Time, 28 hours per week

Pay Rate: \$14.00 per hour **Benefits:** None

Deadline: April 27, 2015

To Apply: Applications are available at the Library, City Hall, and online at <http://www.centerline.gov/pdf/employmentapp.pdf>
Return applications to Center Line's City Hall located at 7070 E. 10 Mile Rd in Center Line
Please include a resume and cover letter.

The Center Line Public Library is seeking a friendly and self-motivated individual to add to our team. Our library is a small to medium sized library serving the City of Center Line (population 8,257) and surrounding communities. As a member of the Suburban Library Cooperative, we serve a much larger area than our 1.7 square mile city implies, but we still have a small town feel.

Assistant Librarian

The Assistant Librarian provides general assistance to the Library Director and is in charge of the library in the director's absence. The Assistant Librarian also oversees the Circulation Desk.

Essential Duties:

- Catalog all library materials
- Process and prepare materials for circulation (attach spine labels, DVD sleeves, etc)
- Train others to process and prepare materials for circulation
- Train new staff at the circulation desk
- Maintain cataloging records and oversee projects related to cataloging records
- Keep circulation map up to date with the library cooperative
- Oversee and order all office and operating supplies
- Provide reference services in person, by phone, and online
- Provide computer and technology related assistance to patrons
- Plan and prepare library signs, displays, and bulletin boards
- Participate in Suburban Library Cooperative meetings and roundtables as assigned
- Manage circulation issues
- Troubleshoot computer hardware and software issues
- Answer incoming telephone calls
- Other duties as assigned

Additional Duties

- Assist with ordering print and electronic library materials at the Library Director's discretion
- Assist with library programs
- Assist with MeLCat
- Plan, prepare, and carry out story time on occasion
- Assist with SLC delivery issues
- Shelf materials as necessary
- Assist patrons at the Circulation Desk
- Assist patrons in locating materials

Requirements:

- Bachelor's Degree
- One year of library experience preferred
- Students enrolled in Library Science program preferred

Desired Skills:

- Outstanding customer service skills
- Professional and friendly demeanor in dealing with the public, co-workers, and vendors
- Experience with conflict resolution
- Lift and carry up to 20 lbs
- Microsoft Word, Excel, and Publisher