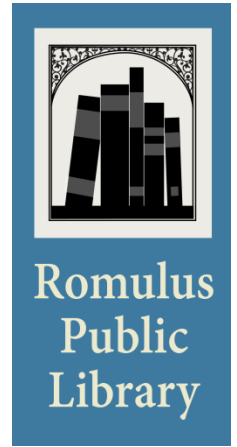


# Romulus Public Library

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.
- Assist with projects.
- Other duties as assigned.

## Job requirements:

- Minimum of two years of college coursework required
- At least one year of experience in a public services position in a public library
- 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:** 20 hours/week including some evenings and weekends

**Salary:** \$10/hr. to start, \$10.50/hr. beginning Jan. 1, 2016

**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**