

**Brandon Twp. Pub. Library 304 South St. Ortonville, MI 48462 Ph. 248-627-1460 Fax 248-627-9880**

**Position: Support Services Library Assistant, Part-time**

**Job Duties:**

* Greet all patrons with courtesy and friendliness as Circulation is the first contact the patron has with the library.
* Gain complete knowledge of the automated system.
* Check out items to patron and receive Library print and non-print materials.
* Process new and replacement cards in the automated system.
* Accurately input and update data in the automated system.
* Maintain the non-automated records.
* Follow and enforce all library rules, policies and procedures.
* Follow circulation guidelines and patron privacy laws.
* Answer telephone and accurately give information and when necessary, direct calls to the correct location or staff for information.
* Calculate and collect funds due from the public.
* Ability to operate basic office equipment including computers, copier, fax, cash register, charge machine and calculator.
* Ability to use alpha-numeric organization.
* Empty all book and audio/visual drops, discharge all items and organize according to the Dewey Decimal System for shelving.
* Sort library materials for shelving; shelve or shelf read as directed to maintain good order.
* Learn and perform all functions of inter-library loan process and software including Melcat.
* Process all types of materials for BTPL collection and link in automated system.
* Repair collection items as necessary.
* If scheduled, open or close the library, following established procedures.
* All other duties as assigned.

**Job Requirements:**

* Minimum: High school diploma.
* Customer service and/or library experience.
* Public service attitude, computer skills, and good communication skills.
* Have appropriate math abilities to calculate and collect funds due from the public.
* Have appropriate reading abilities to sort and properly shelve materials according to the Dewey Decimal System.
* Able to lift at least 25 lb.
* Must be able to work independently as well as with a team.
* Will be required to work nights and weekends.

**Salary:** $11.00 per hour **Benefits:** None **Hours:** 20+ per week includes nights/weekends

**Application:** Resume/applications accepted at the Support Services Desk or email to [gcarpenter@brandonlibrary.org](mailto:gcarpenter@brandonlibrary.org)

**Deadline: October 3, 2015**