**Job Opening**

**External Posting**

**Library Assistant – Woodmere – Sight & Sound**

**Part-time**

We are seeking an energetic, team-oriented person with exceptional knowledge of audio visual materials to fill a Library Assistant position in the Sight & Sound Department at Woodmere. This person will work under general supervision to support departmental functions by performing both para-professional and routine library work. This employee may be transferred to another location at any time to meet the needs of the library system. Please see the attached job description for full details. Evening and weekend hours are required.

**Wage Range**: $16.02 - $21.13 in annual wage steps according to current union contract

**Posting date**: 1/24/2017

**Deadline for applications**: 2/8/2017

If you are interested in applying for this position, please submit a TADL application form along with a cover letter to: Hannah Davis, Traverse Area District Library, 610 Woodmere Ave., Traverse City, MI 49686. For questions, please call 932-8549 or email hdavis@tadl.org.

**Traverse Area District Library**

**Job Description**

**Job Title**: Library Assistant I

**Department**: Varies

**Reports to**: Department Coordinator or Designate

**Effective date**: 1/24/2017

# SUMMARY

To perform para-professional library work involving a variety of clerical and other library activities and operations; to assist the public; and to perform related work as required.

# SUPERVISION RECEIVED

Work is performed under the general supervision of the Department Coordinator or designated employee of higher authority.

# ESSENTIAL DUTIES AND RESPONSIBILITIES

An employee in this position will be required to assist in the operation of the library by performing any or all of the following essential duties and others as assigned.

* Assist patrons in locating information in various formats;
* Provide general instruction to library patrons on library use;
* Be responsible for displays, brochures, bookmarks and book columns;
* Prepare bibliographies as required;
* Assist with general library reference and readers’ advisory services;
* Assist with various library programming as required; and
* Perform related library and clerical work as assigned.

# KNOWLEDGE, SKILLS AND ABILITIES

# REQUIRED: Considerable knowledge of library procedures, policies, practices and methods;

# REQUIRED: Ability to work effectively with general public and other employees;

# REQUIRED: Skill in the use of computers;

# REQUIRED: Ability to communicate effectively;

# REQUIRED: Willingness and availability to work weekends and evenings with flexibility to fill in for unexpected staff shortages as needed;

# REQUIRED: Willingness and ability to work at other library locations as required.

# EDUCATION

**REQUIRED:** Bachelor’s degree.

**EXPERIENCE**

**REQUIRED:** Two years of work in a library setting.

**PREFERRED:** Michigan Professional Library Certification.

Although reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions, visual and communication ability is required.

Signature: Date: