

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.
- Book Repair.
- Assist with Library Newsletter preparation using Publisher.
- Assist with projects.
- Other duties as assigned.

Requirements

- Associates Degree or some college course work.
- Minimum of six months of library experience, preferably in a public services position.
- Ability to provide superior customer service to library users of all ages.
- Strong computer skills; experience with Excel, Publisher, Google Docs preferred.
- Experience with SIRSI Workflows or other library computer software preferred.
- Excellent communication and interpersonal skills.
- Ability to operate standard office equipment such as a copy machine and fax machine.
- 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 a minimum of 25 pounds

Hours

- Mondays 1 p.m. – 8 p.m.
- Tuesdays 9:30 a.m. – 2:30 p.m.
- Thursdays 9:30 a.m. – 1:30 p.m.
- Alternating Fridays/Saturdays 9:30 a.m. – 1:30 p.m.

Salary: \$11-11.25/hr.

Benefits: none

Reports to: Assistant 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

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED