

WILLIAM P. FAUST

**Public Library of Westland**

6123 Central City Parkway • Westland, Michigan 48185-9118

(734) 326-6123 • FAX (734) 595-4612 • www.westlandlibrary.org

**Position Announcement**

**LIBRARY ASSISTANT (CIRCULATION) - 2 Positions**

**For Internal and External Applicants**

Date: November 16, 2018 Closing Date: November 26, 2018

Reports to: Head of Circulation Services Position Available Immediately

**SUMMARY:**

Under the direction of the Head of Circulation Services, the Library Assistant directly serves patrons by checking-in and checking out materials, registering patrons, collecting money for fines and fees, scheduling meeting rooms, and answering simple patron queries. Performs a wide variety of routine and occasionally complex clerical and computer work. Works with staff throughout the library on projects that enhance the library’s image in the community.

**EDUCATION AND EXPERIENCE:**

1. High School Graduation or GED. College coursework preferred.
2. 1-2 years of customer service experience, preferably in a public library.
3. Valid Michigan driver’s license.

Schedule: 25 hours per week including days, nights and weekends

Union Position: Yes

Salary: $9.25-$17.39 per hour depending on qualifications and experience

Benefits: Vacation, Personal time and paid holidays. Employer contribution toward retirement benefits.

Applications are available at our web-site @ [www.westlandlibrary.org](http://www.westlandlibrary.org)

Please submit a completed application, along with a cover letter and resume to:

Diane Mehl

Head of Circulation Services

6123 Central City Parkway

Westland MI 48185

Diane.mehl@westlandlibrary.org

Fax: 734-595-4612

*This library is an EEO Employer.*