



Position Available
Part-time Branch Associate
Orion Township Public Library

Job Title: Branch Associate
26 hours/week including evenings and weekends
Department: Adult Services
Salary: \$18.62-\$21.38/hour depending on qualifications

Job Description:

Provides service to seniors, including reference, programming, readers' advisory, and technology assistance.

Primary Job Duties:

- Performs a wide range of circulation services at the Orion Center Branch Library including registering new patrons and updating patron records
- Plans and delivers programs for patrons at the Orion Center Branch Library
- Responsible for providing customer service and readers' advisory services to patrons
- Instructs and assists patrons in the use of various technologies, digital library platforms, and eResources
- Assists with the internet and common software and hardware issues relating to library equipment
- Assists patrons with locating and utilizing library materials
- Assists with Books by Mail delivery program

Qualifications:

- Associate's Degree in Library Services and Technology or an equivalent combination of education and/or experience.
- Has the ability to work independently and take initiative.
- Proficiency in Microsoft Office products.
- Understanding of Polaris, MeLCat, Michigan eLibrary databases, and other online resources desired.
- Excellent organizational and analytical skills, and excellent oral and written communication skills.
- Committed to providing outstanding customer service.

Dates: Applications received by July 15, 2022 will receive first review.

Apply To: Joyce Becker
Orion Township Public Library
825 Joslyn Road
Lake Orion, MI 48362
248-693-3000 x431
Electronic submissions accepted: jbecker@orionlibrary.org

Please submit an application, cover letter, and resume. The application is available at:
http://orionlibrary.org/wordpress/wp-content/uploads/application_for_employment.pdf
This is an at-will position.

Orion Township Public Library is an Equal Opportunity Employer.