

PINCKNEY COMMUNITY PUBLIC LIBRARY

EMPLOYMENT OPPORTUNITY

Position: Library Assistant, Permanent Part Time; 8-10hrs/week

Hours: The Pinckney Community Public Library provides library services to our local community six days per week. This position will require the late afternoon and evening shift totaling 8 hours per week with occasional, additional Saturday hours.

Rate of Pay: \$10.50 per hour (\$9.45 per hour for first 90 days)

Job Description:

A Library Assistant will service both the youth and adult areas of the library in the following ways:

- Provide basic reference services.
- Provide circulation services.
- Assist with youth and adult programming as needed.
- Provide instruction to library patrons on basic library services.
- Assist the department heads and library director as needed.
- Provide assistance in other areas of the library as needed.

Required Knowledge, Abilities:

- Possession of at least a High School diploma; higher education is preferred.
- Must be 18 years of age or older.
- Ability to work independently, as a team, and under the supervision of the Library Director.
- Effective, courteous, detailed-oriented, and excellent communication skills, both oral and written.
- Comfortable with basic office equipment, computer skills, and answering the phone; knowledge of mobile devices and a familiarity with different types of Operating Systems (OS) a plus.
- Ability to work with the general public, including all ages and backgrounds.
- Other duties as assigned.

OTHER REQUIREMENTS: Visual acuity necessary to retrieve library materials from shelves or storage areas. Physical agility to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials weighing up to 40 pounds. Hearing ability to answer telephone and patron inquiries.

How to Apply:

All applications for employment must be made on the Pinckney Community Public Library application form and completed in full. Resumes will not be accepted or evaluated in lieu of application. Mail or email application forms and resume (references will be requested after the interview process) to:

Hope Siasoco, Library Director
Pinckney Community Public Library
125 Putnam St.
Pinckney, MI 48169
hsiasoco@pinckneylibrary.org

APPLICATION DEADLINE: March 18, 2019 or until position is filled.

Pinckney Community Public Library is an equal opportunity and ADA compliant employer.