

# PINCKNEY COMMUNITY PUBLIC LIBRARY

## EMPLOYMENT OPPORTUNITY

Position: Library Assistant, Permanent Part Time; minimum of 16-22 hrs/week. A Library Assistant performs duties related to materials circulation and resolves patron questions.

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 a minimum of 16 hours per week, with additional 6 hours on a Saturday rotation.

Rate of Pay: \$12.50 per hour (Note: Pinckney Library has a mandatory 90-day probationary period.)

### Job Duties:

- Work patiently, empathetically, and respectfully with the public providing basic library services
- Check in, check out, place holds and renew library materials
- Issue library cards by verifying new and renewing existing accounts
- Address customer complaints and problems patiently
- Explain and collect fees for lost/damaged items
- Collect checks and cash and manage cash register
- Maintain records of items missing, lost, claim returned, or in repair
- Handle inter-library loan circulation issues
- Answer telephone and routes calls
- Follow established circulation policies, guidelines and procedures
- Maintain and run office machines as pertains to duties
- Perform opening and closing procedures
- Prepare for emergencies and helps maintain a safe work environment
- Perform other duties as required

### Required Qualifications:

- Possession of at least a High School diploma; higher education is preferred.
- Ability to work independently and assume responsibility.
- Positive attitude with the desire to meet the public and serve patrons of all ages and abilities.
- Exceptional customer service skills.
- 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.

### Requirements of the Role:

- Physical/Environmental
  - Visual acuity necessary to retrieve library materials from shelves or storage areas; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; picking up litter; spreading ice melt.
  - Standing or sitting for long periods of time.
  - Writing or typing to complete work-related documents.
  - Talk clearly and hear people of all ages, including small children.
  - Smile and speak clearly and politely to one patron while another patron's child is

- screaming in the background.
- Mental
  - Good time management skills—is prompt and flexible.
  - Able to interact and work effectively with customers, supervisors, coworkers, and volunteers.
  - Able to retain concentration and poise despite numerous interruptions.
  - Ability to work effectively under stressful conditions in a professional manner.

**GENERAL DISCLAIMERS:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties of an employee so classified. Employees must be physically able to perform the essential functions of the position, with or without reasonable accommodation.

**How to Apply:**

All applications for employment must be made on the Pinckney Community Public Library application form and completed in full. Please fill out the Pinckney Library application form and attach a résumé. Application forms are available at the circulation desk and on the library's website (<https://pinckneylibrary.org/>). Mail or email application form and résumé to:

Hope Siasoco, Library Director  
Pinckney Community Public Library  
125 Putnam St.  
Pinckney, MI 48169  
[hsiasoco@pinckneylibrary.org](mailto:hsiasoco@pinckneylibrary.org)

For questions regarding this position opening, please contact: Hope Siasoco at [hsiasoco@pinckneylibrary.org](mailto:hsiasoco@pinckneylibrary.org) or call 734-878-2952.

**APPLICATION DEADLINE:** Until position is filled.

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