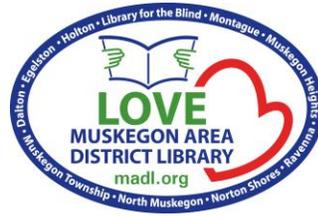


Muskegon Area District Library



EXTERNAL POSITION OPEN

Posting Date: May 1, 2018
Closing Date: May 18, 2018
Position/Hours: Library Assistant II, 24 hour/week
Location: Montague Branch
Pay Rate: \$14.63

JOB SUMMARY

A Library Assistant II, under the immediate guidance of a higher level librarian, performs a variety of routine sub-professional duties required in the operations of a branch library or main library. Work involves the performance of limited reader service and technical duties following standard library procedures and methods. A Library Assistant II may provide technical guidance to lower level library employees and performs other related duties as assigned.

Essential Duties:

(The following examples are intended to be descriptive but not restrictive.)

- Provides limited reader assistance and database services to patrons, including classes of school children and other small groups;
- Registers patrons for borrower's cards and circulates library materials;
- Takes requests for materials and maintains appropriate related records;
- Prepares and mails overdue notices and collects overdue fines;
- Assists with story hours and other group programs;
- Assists in shelving books and reading shelves to insure proper book and periodical order;
- Operates a computer terminal;
- Performs other related duties as assigned.

REQUIREMENTS:

A. Required Experience and Training

- Be a high school graduate or have certificate of completion of the General Education Development Test (GED); AND
- Have a minimum of six (6) months full-time work experience in a library.
- Have a valid Michigan driver's license.

B. Required Knowledge, Skills and Abilities

- Considerable knowledge of standard library clerical and technical procedures and practices;
- Basic knowledge of reader interests levels, books, authors and reference materials;
- Considerable ability to establish and maintain effective working relationships with superiors, fellow employees and the general public;
- Ability to supervise the work of other;
- Ability to operate a computer terminal;
- Ability to maintain accurate records and prepare written reports;
- Ability to operate a bookmobile if required.

PHYSICAL ACTIVITIES

An employee in this class must be in good physical condition such to allow for the lifting of books and other materials weighting up to thirty five (35) pounds; and for walking and standing for extended periods; and for reaching and bending in the extensive mobility throughout the library.

To apply for this position send a **completed application, resume and cover letter** to:

Muskegon Area District Library

Attn: HR

4845 Airline Road

Muskegon, MI 49444

Fax: 231-737-6307 Or email to jwonders@madl.org

(applications can be found at www.madl.org),