



Garden City Public Library
31735 Maplewood St.
Garden City, MI 48135

JOB ANNOUNCEMENT

- Job Title:** Library Aide – part time
- Hours:** Up to twenty-four (24) hours per week, including evenings and some Saturdays.
- Duties include:** Library Aide is responsible for answering general reference and reader's advisory questions; supervising Library Clerks and Pages; assisting patrons with computers, catalog, fax, and copy machine; handling Library money; issuing library cards; cataloging materials; assisting Librarians in planning, promoting, and presenting Library programs and in creating and maintaining displays; and other duties as assigned
- Qualifications:**
- Essential:** Completion of a four-year college degree from an accredited college or university; effective oral and written communication skill; intermediate or higher skill level with computers and the Internet;
- Desired:** Knowledge of the SIRSI automation system, MeLCat, OverDrive, and Zinio. One or more years of library experience.
- Physical:** Able to lift, push, and/or pull at least 20 pounds; able to visually review materials and discern voice and audible tones. The type of physical demands of this job include: stooping, kneeling, crouching, and reaching overhead and horizontally.
- To apply:** Submit cover letter, resume and three references to
- Human Resources Department
City of Garden City
6000 Middlebelt Rd
Garden City, MI 48135**
- or via email to: cheryl@gardencitymi.org
- Deadline:** August 1, 2014

Garden City Public Library is an equal opportunity employer.