**Romulus Public Library**

Part-time Library Assistant (25 hours/week)

**Job duties:**

* Assist patrons of all ages at the Circulation Desk on the phone and in person.
* Assist patrons with computer questions.
* Handle cash transactions for overdue fines, copying and other fees.
* Provide reference assistance and readers advisory.
* Process incoming and outgoing interlibrary loan.
* Order and keep tax forms in stock.
* Order office supplies.
* Process new library materials as needed.
* Other duties as assigned.

**Job requirements:**

* Bachelor’s Degree required
* Experience in a public services position in a public library or equivalent experience
* Computer literacy including use of databases and word processing required; experience with SIRSI Workflows preferred
* Strong interpersonal skills
* Ability to provide superior customer service to library users of all ages
* Ability to operate standard office equipment
* Ability to work cooperatively with library staff in a team environment
* Ability to produce neat, accurate and timely work within an established timeframe
* Excellent written and oral communication skills
* Must be able to lift and push 25 pounds

**Hours:** Mon. 9:30-1:30, Tues. 9:30-3:30, Wed. 9:30-3:30, Thurs. 9:30-1:30, alternating Fri. and Sat. 11 a.m.-5 p.m.

**Salary:** $10/hr.

**Benefits:** none

**Reports to**: Library Director

**HOW TO APPLY:** Submit a City of Romulus application and resume to the:

City of Romulus

Human Resources Department

11111 Wayne Road

Romulus, MI 48174

The application is available on the City’s website: www.romulusgov.com

**APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED**