**JOB POSTING**

**Library Assistant, Part-Time**

**Starting Salary:** $14 /hr.

**Hours:** 10-20 hrs. /week, split between Sumpter media center and main library

**Posted:** Wednesday, December 4, 2019

**Deadline:** Friday, December 20, 2019

The Belleville Area District Library is growing, and we’re looking for dynamic, motivated individuals who want to help us shape the future of our organization. We are currently in the process of completing a new 31,000 square foot building, estimated to open in February, 2020. In addition to the brand new library, this December we are opening a 1,200 square foot satellite media center in Sumpter Township that will provide computer access and materials circulation services to a greater segment of our community.

The BADL is a Class V Library, serving a diverse population of 42,000 in Belleville, Van Buren Township, and Sumpter Township. Our staff is highly collaborative and endeavors to provide the public with superior customer service.

**Responsibilities:**

* Provide reference and readers’ advisory services to library users under supervision of librarian staff, in Youth or Adult departments, as assigned.
* Maintain an excellent working knowledge of the functions of the library catalog, public computers, personal devices, and digital resources such as databases and downloadable books and assist library users with these resources.
* Perform library opening and closing duties.
* Assists the librarians and/or department heads with projects as needed.
* Maintains and enhances job skills through continuing education activities.
* Other duties as assigned.

**Qualifications:**

* Associate’s Degree from an accredited college or university, or equivalent experience.
* Possesses or is willing to obtain a Level 4 certificate from the Library of Michigan.
* Must be able to perform basic troubleshooting of computers and printers.
* Must have working knowledge of Microsoft Office applications.
* Must be comfortable downloading e-books and using other web-related technologies.
* Must be self-motivated, industrious, and mature; able to identify projects and work independently.
* Must possess good judgment and problem solving abilities.
* Must have a strong public service orientation and effective communication skills.
* Must be able to stoop, bend, reach, walk, stand, and lift up to 20 pounds.

**To Apply:** Application can be found at [www.belleville.lib.mi.us/about-us/employment/](http://www.belleville.lib.mi.us/about-us/employment/)

Submit cover letter, resume, and Belleville Area District Library employment application to Amy Greschaw, Head of Adult Services, at agreschaw@belleville.lib.mi.us.