

## **Plymouth District Library – Job Posting**

<http://plymouthlibrary.org>

- TITLE:** Library Reference Assistant - Part-time (20 hrs/wk)
- SALARY:** \$15.05/ per hour  
Pro-rated vacation and sick time.
- REPORTS TO:** Adult Services Coordinator
- DESCRIPTION:** Reference Assistants provide service to the public at Youth, Readers Advisory, and Reference desks under the supervision of the Librarian-in-Charge. They may also carry out ongoing or special projects to support collection management and programs. Schedules include evening and weekend hours.
- DUTIES:**
- Assist at public service desks providing reference and readers advisory services
  - Assist patrons using online catalog, electronic resources, internet computers, copiers, and print management system
  - May assist Librarians in developing and maintaining collections
  - May participate in programs and special events as assigned
  - May contribute to content and development of library website
- REQUIREMENTS:**
- Combination of education and experience, including Bachelor's degree or two or more years of related experience/training.
  - One to two years experience providing direct customer service
  - General computer skills such as word processing and Internet searching
  - Ability to communicate effectively by phone, computer, and in person
  - Familiarity with reference and other library resources preferred
- COVER LETTER AND RESUME TO:** Robyn Lowenstein, Business Manager  
[humanresources@plymouthlibrary.org](mailto:humanresources@plymouthlibrary.org)  
Plymouth District Library  
223 S. Main Street  
Plymouth, MI 48170-1687
- DEADLINE:** 08/12/2016 by 4:00pm

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the library. The Plymouth District Library does not discriminate in its employment on the basis of race, color, religion, national origin, citizenship, sex, age, height, weight, marital status, veteran status or disability. We provide reasonable accommodation for qualified individuals with a disability if requested.