



Now Hiring

## QUALIFICATIONS

- Qualified candidates must possess a Bachelor's degree.
- A minimum of six months library experience is desired.
- Knowledge and appreciation of technology and popular materials is highly desirable.
- A high degree of comfort using computers and searching the Internet is required.

## APPLY

Qualified candidates should submit an application, cover letter, and resume to Quintanilla Dowdell, Human Resources Department, [careers@deltami.gov](mailto:careers@deltami.gov) or 7710 W. Saginaw Hwy., Lansing, MI 48917.

## DEADLINE TO APPLY:

Wednesday September 10, 2025

## ADULT SERVICES ASSISTANT

Starting Salary: \$17.18

### SUMMARY OF DUTIES

Under the supervision of the Head of Adult Services, performs a variety of services to patrons in the Adult Services department, including planning and presenting programming; providing informational, readers' advisory, and technology assistance to patrons; performing routine library and clerical tasks; and providing outreach to senior living centers and other community organizations.

Collective Bargaining Agreement through August 27, 2027.

### REQUIREMENTS

- Consistently able to work day, evening, and weekend hours.
- Clarity of speech and hearing to be able to communicate effectively both verbally and in writing.
- The ability to:
  - Read, comprehend, and follow instructions.
  - Interact with others in a friendly, positive manner.
  - Multitask and meet deadlines.



Delta Township District Library  
5130 Davenport Dr Lansing, MI 48917  
517.321.4014 | [dtdl.org](http://dtdl.org)

**EQUAL EMPLOYMENT OPPORTUNITY** - An inclusive and welcoming environment is our first priority. Delta Township is an equal opportunity employer and is dedicated to the goal of building a culturally diverse staff. Delta Township strongly encourages applications from minorities and women. It is the policy of Delta Township not to discriminate against because of actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental limitation, source of income, familial status, sexual orientation, or gender identity/expression. The following person has been designated to handle inquiries regarding the non-discrimination policies: Brian Reed, Township Manager, 7710 W. Saginaw Hwy., Lansing, MI 48917 (517) 323-8590.