



Leanna Hicks Public Library of Inkster

JOB POSTING

POSITION: Library Aide

WAGE \$15.00 to \$17 per hour (depending on qualifications)

STATUS: Part-time, 20-25 hours per week; includes Saturdays and some evenings

REPORTS TO: Director

The Library Aide position is patron-facing, working directly with the public. Ideal candidates are knowledgeable of library resources, engaging, personable, technologically savvy, curious and kind. Interest, and pursuit, of professional development is ongoing and encouraged. Candidates should have or be able to obtain Level 3 Certification from the Library of Michigan.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Staff Circulation Desk; assist patrons in utilizing various library resources and technology.
- Assist in collection development and maintenance.
- Assist preparation of adult and children's programs
- Create and present technology classes.
- Preparation of monthly statistics and reports.
- Assist in maintaining the library's social media accounts.
- Other tasks as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree from an accredited university/college.
- At least two years' experience working in a library.
- Effective oral and written communication.
- Expertise in utilizing and troubleshooting current technologies, and actively learning emerging technologies.
- Ability to prioritize special projects alongside routine work.

MINIMUM QUALIFICATIONS & PHYSICAL FUNCTIONS

- Desire to work with a diverse community.
- Ability to work independently while maintaining mission and objectives of the team.
- Proficiency in Microsoft and Google suites, specifically Excel and Sheets.
- Able to lift 25 pounds and push carts up to 200 pounds.
- Ability to sit, stand for long periods, bend, reach, stoop or crouch.

***Submit letter of application and resume to jobs@inksterlibrary.org by
Friday, November 10, 2024.***