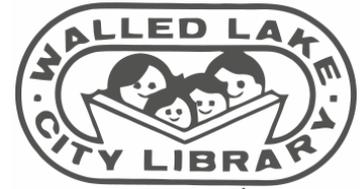


**WALLED LAKE CITY LIBRARY  
EMPLOYMENT OPPORTUNITY**



**POSITION:** Library Assistant, Part Time

The Walled Lake City Library is seeking an enthusiastic, organized individual to join a positive, team-oriented work environment.

**PAY RATE:** \$14 per hour

**BENEFITS:** Employee Assistance Program; personal leave.

**SCHEDULE:** Part time, average 18-24 hours per week, includes mornings, afternoons, evenings and weekends: minimum of one evening per week and one Saturday per month.

**RESPONSIBILITIES:**

- Perform circulation desk duties including charging and discharging materials, placing patron holds and handling cash transactions for fines and fees
- Perform workroom duties including shelving materials, shelf reading, processing holds, returns and other materials from delivery
- Assist library patrons with electronic and downloadable digital resources on various devices
- Assist patrons in use of computers and other library technology
- Demonstrate, teach, assist and troubleshoot the use of public-access office equipment including computers and related software as needed
- Collaborate with staff throughout the library on projects and services that improve the patron library experience
- Open and close library building
- Perform related duties and general Library work as necessary

**QUALIFICATIONS:**

- Possession of a high school diploma or its equivalent required, some college preferred
- Experience in libraries or training in a library program is preferred
- Experience working in a customer service role
- Computer literacy and an ability to provide technology instruction
- Embraces change in work environment, procedures and services
- Good organizational skills; able to prioritize duties and tasks, work independently and assume responsibility
- Delivers consistently friendly, attentive, welcoming, high quality customer service to patrons of all ages
- Ability to work effectively with the public and other library employees
- Ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- **Environment:** Library environment; extensive public contact.
- **Mobility:** Sufficient mobility to work in a library setting; operate office equipment
- **Vision:** Vision sufficient to read small print, computer screens and other printed documents

**CLOSING DATE:** Applications received on or before Friday, February 25<sup>th</sup> 2022 will be given first consideration.

**APPLICATION:** Resume and completed application form that is available on our website; [www.walledlakelibrary.org](http://www.walledlakelibrary.org)

**EMAIL/SEND TO:** Carrie Ralston  
Library Director  
Walled Lake City Library  
1499 E. West Maple Rd.  
Walled Lake, MI 48390  
[carrie@walledlakelibrary.org](mailto:carrie@walledlakelibrary.org)

*The Walled Lake City Library is an equal opportunity employer*

*This job description is not a contract between the library and the employee. It should not be considered an all-inclusive listing of work requirements. The library reserves the right to revise this job description at its discretion.*