

# Dorothy Hull Library – Windsor Charter Township

## JOB POSTING

### Library Assistant

Part-Time Position (4-30 hours/week)

- Salary Range: Starting at \$14.00 per hour
- Flexible work schedule
- Hours of operation include weekdays and Saturday

The Dorothy Hull Library-Windsor Charter Township, located in Dimondale, Michigan is seeking Library Assistants who will support the daily operations of library services and assist with community programming.

The mission of Dorothy Hull Library is *to provide library resources and services that enhance individual knowledge, enlightenment and enjoyment for our community and improve the quality of life. Further, it is the goal of the Library Board that the library serves as a place for all to discover the joys of reading and value the library.*

#### Job Description:

- Assists in collection management to include circulation and shelving library materials
- Assists library users to insure a positive experience
- Assists in development and implementation of programs that support the mission of the library
- Responds to public inquiries regarding library services, reference questions, cultural programs, technology advances and other related issues
- Assists in maintaining a clean and welcoming facility

#### Qualifications:

- Eighteen years of age or older
- Computer knowledge including standard office applications such as copy/scan/fax equipment, Microsoft Word and Excel, email and comfort in trouble shooting applications such as wireless printing from mobile devices and both Apple and Android devices; ability to adapt to new software applications
- Previous library experience preferred but not required
- Excellent communication skills and the ability to work with the public
- Detail orientated
- Understand privacy issues and ability to work diplomatically with others
- Eligible for or willingness to obtain notary commission at library's expense
- Willingness to complete on-line training modules in library competencies and knowledge

Please send a detailed cover letter, resume, and contact information for 3 references via e-mail to Board President, Linda Reznick, [lreznickDHL@gmail.com](mailto:lreznickDHL@gmail.com). If submission accommodations are needed, email the Board President. Position will remain open until filled

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