



Canton Public Library Job Posting

IS OPERATIONS ASSISTANT

Canton Public Library is seeking someone who finds joy in discovering creative solutions and bringing order to chaos to join the Information Services Department as an Operations Assistant. This position partners with the Department Head and Librarian Managers to facilitate the day-to-day work of a busy department, helping it stay organized, well-stocked and on top of everything that goes into connecting the community on a daily basis, such as ordering supplies, maintaining storage spaces, reconciling calendars and tracking expenditures.

Successful candidates for this position will possess intermediate clerical abilities, a strong attention to detail and excellent organizational skills. This position offers a supportive, friendly work environment, flexible scheduling and partial remote work opportunities.

SCHEDULED HOURS AND COMPENSATION

- Twenty-five to twenty-eight (25-28) hours per week
- \$19.85-\$23.79 per hour
- Paid vacation accrual with one week of vacation available upon hire
- Annual sick leave allowance
- Paid holidays: nine official holidays, plus three discretionary holidays and your birthday
- Employee Assistance Program (EAP), Stellar Staff Award program, Longevity Awards and an active Social Committee

APPLICATION INFORMATION:

Only complete application packets (that include a current [CPL application form](#), resume and cover letter) received or postmarked by **9:00 PM on Wednesday, August 5, 2026**, will be considered. Incomplete application packets will not be reviewed.

Submit complete application packets to:

Marian Nicholson – Business Services
Canton Public Library
1200 S. Canton Center Road
Canton, MI 48188
jobs@cantonpl.org

FULL JOB POSTING

POSITION SUMMARY

The IS Operations Assistant provides vital support to the Information Services department by ensuring its resources are well-organized and that important information is complete and accurate. The Operations Assistant is responsible for the procurement and storage of supplies, the reconciliation of calendars and the tracking of expenditures. The nature of the work may require occasional evening and weekend hours. This is a regular part-time position and is non-exempt from overtime under FLSA guidelines.

PRIMARY DUTIES AND RESPONSIBILITIES

- Participates in the development and implementation of long and short-term plans for the department and the organization.
- Assists Department Head and Librarian Managers with documentation for internal procedures and maintenance of scheduling calendars.
- Orders departmental supplies, tracks shipments and organizes inventory. Coordinates with staff across departments to maintain shared storage space.
- Creates and processes purchase orders, tracks expenses and reconciles departmental budget.
- Compiles, maintains, and runs reports of department statistics.
- Maintains collection signage to ensure library materials are accessible on the public floor.

OTHER DUTIES AND RESPONSIBILITIES

- Assists Department Head with administrative tasks as assigned.
- Accepts special assignments or duties in support of the library's goals and objectives.
- Serves on workgroups/committees and participates in library initiatives as assigned.
- Enforces library policies using a polite and professional approach.
- Stays informed of library news and events via review of all forms of library communication: website, email, SharePoint, library newsletter and blog. Contributes content as appropriate.

REQUIRED QUALIFICATIONS AND SKILLS

- Associate's degree or equivalent combination of education and experience.
- Written and verbal communication skills at the level typically acquired with the completion of an associate's degree.
- Ability to exercise initiative and independent judgment, prioritizing and completing special projects while maintaining routine duties.
- One year of experience in an office environment or equivalent experience that demonstrates intermediate clerical skills.
- Demonstrated skills with standard computer applications, including Microsoft Office and the Internet.
- Attention to detail and good organizational skills.
- Problem-solving abilities and good judgment.
- Ability to work well with people from a wide variety of backgrounds; build relationships and work with people of all ages.
- Consistent display of public service attitude that reflects the library's values.
- Ability to maintain confidentiality of private and/or sensitive information.

PREFERRED QUALIFICATIONS

- One year of experience in a public library or other customer service environment.
- Knowledge of library operations and services, including an understanding of and adherence to fundamental principles of open access to library materials and the privacy rights of patrons.
- Intermediate experience with Microsoft OneDrive, Outlook and Excel.

ESSENTIAL FUNCTIONS

- Sufficient clarity of speech and hearing, which permits the employee to communicate verbally and in writing.
- Sufficient vision which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form.
- Ability to work effectively in a fast-paced environment.
- Ability to sit, stand, and walk for long periods of time, and the ability to bend, reach, stoop, or crouch.
- Ability to lift and carry boxes up to 25 lbs. and push loaded carts.

Canton Public Library is an equal opportunity employer and values diversity. All employment is decided based on qualifications, merit and business need. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This job description is not a contract between the library and the employee, nor an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas. The library reserves the right to revise this job description at its discretion.