Job Posting: Library Assistant

Please send your resume with cover letter to the following address: Reading Community Library, 104 N. Main St. Reading, MI 49274 or email to [reading@monroe.lib.mi.us](mailto:reading@monroe.lib.mi.us). Resumes will be accepted through March 12, 2017.

**Responsibilities of Position:**

Under director’s supervision, perform clerical and other library work.

**Duties:**

1. Performs circulation procedures.
2. Checks in/ processes deliveries of interlibrary loan materials.
3. Does typing and filing.
4. Processes, withdraws, repairs, or reconditions library materials.
5. Shelves materials and read shelves.
6. Sorts and routes mail.
7. Assists with library programs and displays.
8. Assists patrons with mechanical operations of library equipment.
9. Performs other related work as required.
10. Must be willing to work flexible hours including evenings and weekends.

**Knowledge and Abilities:**

1. Working knowledge of library methods and procedures.
2. Ability to operate library machines properly.
3. Working knowledge of English grammar and spelling.
4. Communication skills in written and oral form.
5. Reading/comprehension of information contained in memoranda, reports, and bulletins, etc.
6. Strong knowledge of current technology.

**Physical Demands of position:**

1. Sitting, standing, walking, climbing, and stooping.
2. Talking and hearing: use of the telephone.
3. Lifting and carrying under 40 pounds.

**Education and Experience:**

1. High school diploma or GED.
2. Keyboarding and general office experience.
3. Some previous library or office work experience is desirable.

**Other:**

1. Willing to travel to trainings or meetings.
2. Valid driver’s license.