



Library Assistant, Administration

Part-time: 29 hours weekly

Wage Range: \$9.50-\$12.50

Immediate Supervisor: Library Director

Deadline: Until Filled

Duties:

The essential job duties for the Library Assistant, Circulation Services include but are not limited to the following:

- Provide administration assistance to the Library Director such as filing, answering phones, taking messages, managing meeting rooms, preparation for meetings and events.
- Assist in planning and editing of print and e-newsletters.
- Prepare meeting minutes from recording.
- Assist at the Library Circulation Desk
- Perform the following Circulation Desk functions:
 - Check-out library materials to patrons
 - Check-in returned library materials from patrons or drop box
 - Preparing materials to return to shelves
 - Handle money and perform cash register functions
 - Learn and communicate library card policy to patrons and visitors
 - Register new patron library cards
 - Renew / Modify / Update existing patron library cards
 - Record circulation statistics
 - Communicate to and collect fines and fees from patrons for overdue, lost, or damaged items
 - Search for items "Claims-Returned" items
 - Pull and process items for inter-library-loans
 - Answer the main phone line
 - Direct patrons to appropriate section, department, etc.
 - Answer questions related to policies and procedures
 - Assist patrons with the use of library services, facilities and equipment
- Perform "Backup Circulation Duties"
- Assist in shelving materials, weeding projects and shifting the collection

- Process library materials for circulation
- Additional duties as assigned

Skills and Requirements:

- Excellent customer service skills
- Ability to work independently and as part of a team
- Knowledge of the Dewey Decimal system
- Ability to work at a brisk pace
- Attention to detail
- Organizational skills
- Ability to adapt to change
- Commitment to innovation and continuous improvement
- High School Diploma required. College studies and Library Experience preferred.
- Skilled using computers and multi-line phone systems.
- Experience using discretion handling records and sensitive information

Working Conditions:

- Work in an urban library setting directly with the public
- Sustained posture in a standing, seated or walking position for prolonged periods of time
- Perform bending, lifting, and pushing
- Perform repetitive hand and arm motions for prolonged periods of time

Application Procedure: All applicants must submit a completed Pontiac Public Library Employment Application, Resume, Cover letter, and three references to be considered for the position. Please fax, mail or e-mail the application and any accompanying documents to Devan Green, Library Director, dbgreen@tln.lib.mi.us, 60 East Pike, Pontiac, MI 48342 Fax: 248-430-8254. For more information, you may contact the library 248-758-3942.

Pontiac Public Library is an Equal Opportunity/Affirmative Action Employer. All interested applicants are encouraged to apply.