

Position Title: Library Assistant I: Adult Services Assistant

Category: Non-Exempt

Supervisor Title: Head of Adult Services

Hours per week: 24-30, including some evenings and weekends

Salary Range: \$19.40-\$22.40 per hour based on experience

Benefits:

- Annual Leave
- Sick Leave
- Paid Holidays
- Optical/Dental reimbursement stipend
- Michigan Retirement System enrollment after 6 months

Requirements for all Employees:

- Service philosophy
- Accurate to details
- Ability to work with variety, change and interruptions
- Ability to communicate clearly and effectively with adults and children in person, in writing, and over the phone.
- Ability to work effectively with patrons, co-workers, supervisors, and others without bias
- Ability to follow library policies and procedures
- Ability to work independently
- Shares the library's values, and adheres to general library philosophy, including the American Library Association (ALA) Code of Ethics

Description: This part-time position helps to coordinate the Adult Services at Mason County District Library, including maintaining a high level of service to the public, under the direction of the Head of Adult Services.

Requirements for the position:

- Ability to establish and maintain effective working relationships with staff and public to achieve, maintain, and improve Adult Service goals
- Ability to use Library software and technology

- Ability to travel between library branches, and throughout the Mason County and surrounding area
- Ability to cope effectively with ambiguity and change

Education/Experience Requirements:

- Associate's degree required; Bachelor's degree preferred
- Library of Michigan Certification Level 4, or ability to acquire within 12 months
- Library experience preferred
- Working knowledge of, or interest in, library science theory and principles, and the organization of information
- Basic computer skills
- Basic graphic design experience using Microsoft Publisher, Canva, or similar, software is preferred
- Basic knowledge of audio/visual equipment and video editing software is preferred

Key Functions of this Position (including, but not limited to):

Under the direction of the Head of Adult Services, the Adult Services Assistant will perform the following:

- Coordinate Wheelers homebound delivery service
- Plan and oversee adult program events and activities, including technical equipment setup. These events often take place during evening hours.
- Assist with library material processing and collection development
- Communicate with community partners related to library outreach over the phone, in person, or via email
- Perform other duties as assigned by administrative staff
- Perform library circulation duties, as needed
- Oversee circulation staff and the library building one weekend day per month, and occasional evenings

Work environment:

- Frequent sitting and standing; some walking
- Moving books, shelving, pushing carts, reaching high or low shelves
- Using office equipment, computers, mice, photocopier