

Riverview Veterans Memorial Library Position Posting

The Riverview Veterans Memorial Library is seeking an energetic and enthusiastic Library Assistant. This position will work report to the Library Director and will support the Library's circulation and intergenerational programming needs.

Position: **Library Assistant
Permanent Part-Time**

Salary Range: \$15.42 per hour

Hours: 10-12 hours per week; evenings and Saturdays

Responsibilities:

- Perform a variety library clerical work including, but not limited to, the circulation of materials and maintaining library accounts
- Assist patrons with computer use (printing, Microsoft Office products) including smart device and library app support
- Provide reader's advisory and reference
- Assist Director with planning and implementing programming as needed
- Shelving and organizing library materials
- Performs open and closing procedures
- Performs other duties and special projects as assigned

Qualifications:

Minimum:

- 2+ years of college credits in Information Science or equivalent field
- Ability to use current technology with high proficiency
- Desire to serve the public in a positive manner
- Knowledge of public library practices and standards
- Physical ability to push/pull fully loaded book carts, lift/carry materials weighing up to 30 pounds and stoop/bend often.
- Ability to operate a variety of library equipment including computers, multi-line phone system, cash register, printer, scanner, fax and copy machine and other equipment as added or required.

Preferred:

- 2+ years experience in a library environment developing intergenerational programming, including working with youth and teen programs
- Knowledge of library-related technology

Application Process: Resume, cover letter and City of Riverview application required. The application and complete job description can be found under Human Resources on the city's website: cityofriverview.com. You may also email your resume, cover letter and application to tduncan@cityofriverview.com.

Apply To: City of Riverview, Human Resources Department
c/o Riverview Veterans Memorial Library
14100 Civic Park Drive, Riverview, MI 48193
Email: tduncan@cityofriverview.com
Fax: (734) 282-0948

Deadline: Until filled

The City of Riverview and the Riverview Veterans Memorial Library are Equal Opportunity Employers.