

# Marshall District Library - Job Posting

**AVAILABLE POSITION:** Part-Time Library Assistant, Public Services Department

**WORK SCHEDULE:** 24 hours per week, including evening and weekend hours. Additional hours possible.

**PAY RATE:** \$11.01 per hour with merit increases; benefits include pro-rated health insurance, retirement plan options, paid vacation and sick leave, paid holidays

**JOB SUMMARY:** The part-time Library Assistant – Public Services, provides library services to library visitors of all ages. These services include: assisting patrons with public computer use, delivery of reference, information and reader's advisory services for patrons of all ages, developing library programming, creating library displays, monitoring after school students, using library technology to meet the needs of the community served. Position responsibilities assigned primarily in the areas of youth program planning and outreach.

## **REQUIREMENTS:**

- Minimum high school degree. Substantial college coursework preferred.
- Experience working with children required. Experience working in an educational environment preferred.
- Knowledge of early literacy and early childhood development.
- Experience with middle school age students beneficial.
- Public library experience preferred with demonstrated knowledge of library materials and resources.
- Proficiency in the use of computer technology.
- Accuracy and skill in keyboarding required.
- Commitment to customer service excellence.
- Excellent oral and written communication skills essential.
- Ability to organize multiple assignments and work independently.
- Creativity in developing and implementing library programs and services.

Additionally to perform the essential functions of the position, an individual will be required to maintain a physical condition necessary for sitting, moving, and/or standing for long periods of time; lifting or carrying light to moderately heavy objects; operating assigned equipment, including computers.

**APPLY:** Submit resume with cover letter or application with cover letter providing details of relevant experience to: Angela Semifero, Library Director, Marshall District Library, 124 W. Green Street, Marshall, MI 49068. Electronic submissions to: [SemiferoA@YourMDL.org](mailto:SemiferoA@YourMDL.org). Application available in person at the library or online at [www.YourMDL.org](http://www.YourMDL.org).

**DEADLINE:** Application materials will be accepted through 5:00 pm on Monday, November 5, 2018.

**PLEASE NOTE:** All candidates will be notified of our decision by mail or phone within 3-4 weeks after the deadline date. We ask that no inquiries be made about the status of your application during this period.

**The Marshall District Library does not discriminate in its employment practices.**