

Southfield Public Library is looking for Library Assistants.

This is a non-career; part-time and no benefits position.

The Library Assistant position starts at \$9.25/hour, with increases to a maximum of \$10.75 after 18 months.

Flexible hours - evening and weekend hours required - 15 - 19 hours per week.

Library Hours:

Monday & Wednesday: 1:00 - 9:00pm

Tuesday, Thursday & Saturday: 9:30am - 5:30pm

Friday: 1:00 - 5:00pm

Sunday (September - May): 1:00 - 5:00pm

Job Duties - This position is responsible for providing patron service at the circulation desks. This includes greeting patrons, answering telephone calls and a variety of computer tasks, such as checking materials in and out, issuing library cards and collecting fees. Library Assistants also handle routine aspects of behind-the-scene processes like receiving, processing and handling library materials and other duties as assigned.

Job requirements - Applicants must have a high school diploma or equivalent. We also require good written and verbal communication skills, a public service orientation and a flexible schedule with evening and weekend availability. This position may also require pushing a cart filled with books as well as moving and lifting boxes.

To apply - Print a copy of the CITY OF SOUTHFIELD EMPLOYMENT APPLICATION found at:

<https://cityofsouthfield.com/CityDepartments/DK/HumanResources/SouthfieldEmployment/DownloadinganApplication/tabid/304/Default.aspx>

Return it, along with your resume, to the LIBRARY CIRCULATION DESK; email it to [carcher@southfieldlibrary.org](mailto:carcher@southfieldlibrary.org) or mail it to: Southfield Public Library; Attn: Carla Archer, Coordinator of Support Services; 26300 Evergreen Rd.; Southfield, MI 48076. No telephone calls can be accepted.

An equal opportunity employer M/F/V/H, drug free workplace.

Individuals with special needs who may need assistance with the application process should contact the Library at [\(248\) 948-0486](tel:2489480486) (voice) or [\(248\) 354-4831](tel:2483544831) (TDD) if auxiliary aids or services are needed. Reasonable advanced notice is required.