



**Library Assistant, Adult Services**

**Part-time:** 18-24 hours weekly

**Wage Range:** \$15.00/hour

**Immediate Supervisor:** Adult Services Librarian(s)

**Deadline:** *Open Until Filled*

**Duties:**

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

- Assist Librarians in creation, promotion and implementation of adult centered library programs.
- Work shifts at the reference desk
- Participate in opening and closing procedures
- Assist in shelving materials, weeding projects and shifting the collection
- Creating displays to promote literacy and library programming for the Adult Services Dept.
- Assisting and filling in on adult programs and computer classes.
- Supervising volunteers during activities or programs for the Adult Dept.

**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 Degree and Library Experience preferred.
- Must be able to speak Spanish and translate documents from English to Spanish
- Skilled using computers and multi-line phone systems.
- Experience using discretion handling records and sensitive information preferred

**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 Colleen Vieira, Interim Director, [cvieira@pontiaclibrary.org](mailto:cvieira@pontiaclibrary.org), 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.*