

PT Library Assistant I, Dorr Township Library. Mondays 12-8, Wednesdays 10-5, every other Saturday. Applications accepted until November 10th at 11:59 pm. Please submit your cover letter, resume, and 3 non-familial references to [dorrlibrary.mi@gmail.com](mailto:dorrlibrary.mi@gmail.com) with the Subject line "Library Assistant position".

Dorr Township Library is seeking an entry-level Library Assistant. We are a Class III library in a growing semi-urban community with a population of nearly 8,000 in North Allegan County. The Library Assistant will report to the Director.

#### Requirements

- High school diploma or GED.
- Basic clerical skills including computer and telephone skills.
- Basic mathematical skills necessary for routine calculations.
- Basic "customer service" skills acquired through volunteer or work experience.
- Ability to work with general supervision and adhere to established policies and procedures.
- Interpersonal and communication skills for interaction with staff and patrons in an effective and courteous manner.
- The ability to retrieve library materials from shelves or storage areas and to answer telephone and patron inquiries.
- Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 50 pounds.
- Manual dexterity, visual acuity and sufficient keyboarding/PC skills to effectively access information on the computer. Ability to operate a variety of equipment including computer, cash register, fax and copy machine.

#### Preferred:

- Some library experience.

#### Compensation

Minimum wage (\$10.10). Benefits include paid time off and paid holidays.