

Fruitport District Library  
Library Assistant

Fruitport District Library is seeking a Library Assistant who is passionate about providing patrons with an excellent reading and learning adventure.

Reports to: Library Director

General Summary: Oversees the circulation desk and circulation operations, assists patrons in person and on the telephone, performs technical and technological services, and completes projects assigned by the director.

Responsibilities:

- Check materials in and out.
- Process interlibrary loan materials, including checking them in and out.
- Assist patrons with questions about materials, accounts, and fines, both in person and on the telephone.
- Assist patrons with technical and technological questions, including use of the fax machine/copier and computers.
- Recommend the selection of materials based on patron requests.
- Open and close the library as scheduled.
- Perform technical services, including material processing, deselection, and de-processing.
- Maintain Library website.
- Perform other duties as assigned by the Library Director.

Job Requirements

- Ability to interact courteously and tactfully with the public.
- Ability to communicate clearly, both orally and in writing, with other staff members.
- Ability to learn and follow library policies and procedures.
- Ability to accurately organize alphabetically and numerically.
- Ability to count and handle money.
- Ability to work with computers, computer applications, and on the Internet.
- Ability to troubleshoot basic technological issues.
- Ability to work both independently and under moderate supervision.
- Ability to bend, reach, crouch, and occasionally lift/carry up to 50 pounds.

Education and Experience

- High school diploma or equivalent required.
- Some library experience preferred.

Please submit resume to Fruitport District Library Attn: Rose Dillon, Library Board President, 47 Park Street, P.O. Box K, Fruitport, MI 49415. Job posting will be until position is filled.