Library Assistant

BASIC RESPONSIBILITIES:
Assisting the Director and patrons using the Library, helping with programs, performing basic clerical function, maintaining and displaying materials, helping to maintain orderly appearance of the Library.

Assists Patrons in Using the Library and with Programs:
- Works circulation desk: charges out materials and equipment, checks in returned materials, empties book deposit, instructs patrons on use of the copy machine, OPAC, answers the telephone.
- Registers borrowers.
- Gives reference users and readers advisory help.

Other:
- May shelve books, magazines and other library materials
- During and after other duties, arranges furniture, fixtures, and materials to present a neat and orderly library.
- May assist in training staff.
- Performs other tasks as assigned.
- May prepare publicity releases.

Required Qualifications
- High School diploma or GED
- Programming skills
- Ability to communicate effectively in person, in writing, and on the telephone
- Ability to file accurately and to keep work organized
- Ability to work independently, follow procedures consistently and to set priorities for daily work.
- Demonstrated facility with the English language in oral and written communication
- Experience with computer hardware, Windows Office Suite and standard office equipment.
- Ability to establish and maintain effective working relationships with coworkers and the public

Salary and Hours
- 14 hours a week:
  - Tuesday: 3pm-7pm
  - Wednesday 5pm-7pm
  - Thursday 3pm-7pm
  - Saturday 10am-2pm
- $18/hour
- Vacation: 14 h/annually
- Sick pay: 1h for every 30 hours worked

Please apply by March 18, 2026

Library Assistant- Clinton Township Public Library
Please return to the library by March 18, 2026

Name: _____

Phone: _____

E-mail: _____

Highest level of education: _____

Job experience:
Please list your two most recent jobs

Employer:

_____

Contact name:

_____

Contact phone:

_____

Job title:

_____

Start date & End date:

_____

References:

Name: _____

Contact info: _____

Relationship:_____

Employer:

_____

Contact name:

_____

Contact phone:

_____

Job title:

_____

Start date & End date:

_____

Name: _____

Contact info: _____

Relationship:_____