

**Auburn Hills Public Library  
Job Announcement**

**Position:** Adult Services Assistant, Part-Time  
**Salary:** \$12.00/hour  
**Hours:** 12-16 hours per week, including evenings and Saturdays. **Must be flexible.**  
**Date Available:** Immediately

**Qualifications:**

- Bachelor's Degree from an accredited college or university, or within 6-12 months of completion.
- Library experience is preferred.
- Proficiency utilizing current and emerging technology and workplace software applications, i.e. tablets, e-readers, iPads, Microsoft Office Suite, Internet navigation, e-mail, etc.
- Ability to promote and maintain effective relationships with other staff, and work in a team environment.
- Strong organizational and time management skills, and ability to work independently.
- Ability to market and advertise programs through social media, and the Library's website.

**Primary Job Duties:**

- Assist patrons using online catalog, electronic resources, Internet computers, copiers, and print management system, as well as conduct phone reference.
- Develops and implements outreach programs and services for adult populations.
- Performs outreach services to assisted living facilities.
- Shares the responsibility for displays and bulletin boards in the adult area.
- May attend relevant workshops and meetings.
- Performs other duties as assigned.

**Physical Demands:**

- Specific vision abilities required by this job include: close vision, ability to adjust focus, and see keyboards. Must be able to sit, bend, and/or walk for extended periods of time. Must be able to reach, and carry books or boxes of books, push book carts, use the telephone, lift, push, pull objects weighing up to 40 pounds.

**Submit cover letter, resume, and application to:**

Auburn Hills Public Library, 3400 East Seyburn Drive, Auburn Hills MI 48326

Attn: Jan Waun, Interim Director, [jwaun@auburn-hills.lib.mi.us](mailto:jwaun@auburn-hills.lib.mi.us)

**The application is available at:** <http://auburn-hills.lib.mi.us>

**Application Deadline:** May 1, 2018