

JOB DESCRIPTION

Job Title: Library Substitute Associate

Hours per Week: Varies

Hourly Rate: \$13.50

JOB SUMMARY: Serves as a substitute for regularly scheduled library staff. Assists in library functions under the supervision of the Library Director and the Assistant Library Director.

DUTIES AND RESPONSIBILITIES:

- Maintain shelving areas; resshelf materials, straighten, dust and shelf read all library materials.
- Provide circulation services, including checking materials in and out, collecting fines, placing and retrieving patron holds.
- Performs other duties as assigned.

JOB REQUIREMENTS:

- Flexible schedule. Available to pick up shifts on short notice.
- Interpersonal and communication skills necessary to interact with various library staff and patrons in an effective and courteous manner.
- Visual acuity and physical skills necessary to retrieve library materials from shelves and storage areas, maintain library materials and operate equipment. Must have the physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 25 pounds.
- Hearing ability to answer telephone and patron inquiries.
- Keyboarding skills necessary to effectively access information on the computer and complete basic data entry type tasks.

REQUIRED EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

- At least 18 years old
- High school diploma. Some college preferred.
- Ability to accurately shelve materials alphabetically or by Dewey decimal classification.

HOURS:

- Saugatuck-Douglas District Library provides library services seven days per week.
- All positions require some evening and weekend hours, including Sundays.

Saugatuck-Douglas District Library is an equal opportunity employer.