

EMPLOYMENT OPPORTUNITY



SAUGATUCK-DOUGLAS
DISTRICT LIBRARY

Job Title: Library Associate I – Public Services

Hours Per Week: 14

Schedule: Tuesdays 11:00 am – 3:00 pm, Wednesdays 1:00 – 8:00 pm, Sundays 1:00 – 4:00 pm

Starting Hourly Rate: \$14.25

Application Period: Accepting applications until Thursday, January 19, 2023 or until position is filled.

Job Summary:

This position is responsible for performing a variety of clerical duties and public service tasks. May work on special projects. This position reports to the Library Director.

Job Responsibilities:

- Compiles monthly circulation and other monthly statistics
- Completes circulation tasks such as checking books in and out, shelving materials, retrieving holds and running clear hold-shelf reports
- Assists patrons in the use library services and materials through basic reference & readers' advisory, new library card registration, instruction in the use of the catalog & digital resources, and other tasks

In addition to the duties listed above, this position is expected to perform any other such duties as directed by the Library Director.

Knowledge, Skills & Abilities:

- Proficient in the use of spreadsheets.
- Excellent customer service skills
- Attention to details
- Ability to use computers and to utilize computer processes

Job Requirements:

- Associate's degree or relevant work experience is required

Wages and Benefits:

All pay raises will be based upon merit, cost of living, or minimum wage laws and will be in accordance with the library's budget and ability to accommodate increases. Promotions and wage increases shall be given as merited. Benefits include paid vacation.

APPLICATION INSTRUCTIONS:

- All applications for employment must be made on Saugatuck-Douglas District Library's application form and completed in full. Application is available for download at www.sdlibrary.org.
- Submit applications to: Ingrid Boyer
Saugatuck-Douglas District Library
PO Box 789, Douglas MI 49406
- Applications may also be submitted via email to iboyer@sdlibrary.org

Saugatuck-Douglas District Library is an equal opportunity employer.