

East Lansing Public Library

AVAILABLE POSITION: Permanent Part-Time Reference Assistant, Adult Services

WORK SCHEDULE: 20 hours per week, including an evening and rotating weekends

PAY RATE: \$15.79/hour with merit increases to \$22.12/hour

JOB SUMMARY:

The Part-time Reference Assistant for Adult Services provides professional library services to adults, young adults and children. These services include: delivery of reference, information and reader's advisory services for library patrons of all ages; library programming for adults; development of the adult materials collection; use of library technology to meet the needs of the community served.

REQUIREMENTS:

Bachelor's degree in related area preferred. Public library experience or related experience preferred, with knowledge of library materials and resources, including electronic databases, the Internet, and other software applications. Accuracy and skill in keyboarding is required.

Masters Degree in Library or Information Science from an ALA accredited library school not required; however, students currently enrolled in an ALA accredited Library and Information Science program are encouraged to apply.

Commitment to customer service excellence and outstanding communication skills are essential. Ability to organize multiple assignments and work independently. Demonstrated creativity in developing and implementing library or related programs and services.

Additionally to perform the essential functions of the position, an individual may be required to maintain a physical condition necessary

for: sitting, walking, and/or standing for long periods of time; lifting or carrying light to moderately heavy objects; operating assigned equipment, including computers.

APPLY: Send Resume with Cover Letter to:
Julie Pierce, Head of Adult and Children's Services, East Lansing Public Library, 950 Abbot Road, East Lansing, MI 48823

DEADLINE: Application materials mailed or faxed to 517-351-9536 will be accepted through 5:00 pm on Tuesday, May 27, 2008.

PLEASE NOTE: All candidates will be notified of our decision by mail or phone within 3-4 weeks after the deadline date, so we ask that no inquiries be made about the status of your application during this period.

JOBS HOTLINE: 517-319-6874 or www.cityofeastlansing.com

EAST LANSING IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

5/9/08

Julie Pierce
Head of Adult & Children's Services
East Lansing Public Library
950 Abbott Road
East Lansing MI 48823
jpierce@ci.east-lansing.mi.us
(517) 351-2420
Fax (517) 351-9536