

Library Assistant III, Youth Services

The historic Howell Carnegie District Library is looking for two Library Assistant III's for the Youth Services department, approximately 12-20 hours per week, including evenings and weekends.



Qualifications Required:

- Degree from a 4 year college/university or equivalent training and experience
- Willingness to lead and plan early literacy classes (storytimes), and other programming
- Demonstrated computer skills in Microsoft Office software and Internet research
- Enthusiastic, positive public service orientation, particularly with children & teens

Qualifications Preferred:

- Knowledge and awareness of literature and current culture interests of children & teens
- Ability to handle multiple tasks successfully & maintain focus under varied circumstances including hectic, noisy and distracting conditions
- Winning attitude: positive, upbeat, focused

Duties:

- Assist patrons with materials selection & reader's advisory services
- Assist with planning & conducting youth programs, including Summer Reading
- Contribute to collection development
- Assist patrons with computers, including internet, accessing Wi-Fi, and library e-services, as well as other standard office equipment
- Some nights and weekends

Starting wage range: \$13.11 – \$17.04 hourly rate based on experience.

The Howell Carnegie District Library is an equal opportunity employer.

Applications will be accepted until the position is filled, but those received by March 1, 2017 will receive first consideration.

Interested individuals should email a cover letter which specifically addresses the position requirements, a resume and three references with contact information, including email addresses to employment@howelllibrary.org. For more information call Diane McKee at 517-546-0720 x 114.

Applications are available on the library's website or at <http://www.howelllibrary.org/sites/default/files/employment%20Application.pdf>