

# EMPLOYMENT OPPORTUNITY

Putnam District Library, in Nashville, Michigan, is looking to add an outgoing, self-motivated and detail-oriented Library Aide to our team. The successful candidate(s) will primarily provide customer service at our front desk, assist patrons with technology, and assist with interlibrary loan functions. **Training provided on library-specific systems; however strong technology skills are essential.**

## Qualifications:

- High school diploma required, except for students recommended by the Director.
- Reads widely and objectively.
- Has knowledge of community and current events.
- Possesses organizational skills and the ability to multi-task.
- Has the ability to perform in a professional, cordial manner in order to foster favorable community relations.
- Willing to go the extra mile to give excellent customer service.
- Familiar with computers, current technology, and office equipment.

## General Duties:

- Acts as a resource to the public by providing front desk customer service, assisting with public access computers, providing readers' advisory and reference information, and seeks to meet the ever-changing needs of Library users.
- Demonstrates proficiency in all front desk tasks.
- Assists in the collection, processing, and maintenance of statistical information for general information and funding sources.
- Assists in maintaining a clean and safe environment.
- Assists in promoting and delivering community programming as assigned.
- Participates in short and long term planning for Putnam District Library.
- Other duties as assigned by the Library Director, available in full job description.

## Training

- Participates in ongoing staff training.

## Meetings:

- Attends all staff meetings.
- Attends Library Board meetings when appropriate, as determined by the Library Director.

## Evaluation:

- The Library Director will provide an annual written evaluation, after reviewing the Library Aide's annual goals and accomplishments. This process will also involve creating and agreeing on goals for the upcoming year.

**Requirements:** Library employment requires some evenings and Saturday morning hours.

**Hours:** Part-time, primarily afternoons/evenings; Positions may be offered as part time or substitute, as needed.

**Posting Date:** 3/2/2020

**Closing Date:** 3/16/2020

**If you are interested in applying for this position please turn in an application with a resume and cover letter to Savannah Shilton, Library Director.**