

## 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.**

Essential job duties include:

- Providing confident technology assistance to library members including printing, scanning, faxing, email, and internet searching. Word processing, basic publishing, and social media experience for businesses or organizations also necessary.
- Ensuring an exemplary library experience by greeting, assisting, instructing and promoting library services and programs to visitors in a positive, equitable, and friendly manner.
- Using the library's automated systems to circulate materials to patrons including checking items in and out, processing holds, registering borrowers, collecting fines and fees, assisting with overdue items, and processing lost/paid items per set procedures.
- Performing essential daily operations including opening and closing tasks, cleaning, handling money, emptying the book drop and shelving library materials as needed.
- Answering telephone inquiries and providing general member assistance.

**Job Requirements:** A high school diploma and two years of library and/or customer service related work experience is preferred; however, *students are encouraged to apply*. Library employment requires some evenings and Saturday morning hours.

Positions may be offered as part time or substitute, as needed.

**Posting Date:** 7/27/18

**Closing Date:** Until filled

**If you are interested in applying for this position please turn in an application with a resume. Submission of a cover letter is preferred, but not required.**