

PUBLIC LIBRARIES OF SAGINAW
Job Posting

Library Assistant - Part-time - 25 hours per week
Butman-Fish Library, Children's Dept.

We are looking for an enthusiastic, imaginative, self-motivated, capable individual who relates well with children and who would be able to perform the following duties:

- children's reader's advisory services
- answering reference questions
- materials selection
- planning and organizing children's programming which includes storytelling, puppet shows, crafts, and other children's programs
- providing bibliographic instruction,
- assisting with displays and bulletin boards
- other duties as assigned.

Ability to work well with patrons and other staff is required. Physical requirements include, but are not limited to, reaching, stooping, bending, and carrying heavy objects. Must be able to set up tables, chairs and large toys/play equipment for programs.

Minimum requirements include a four-year college degree with applicable library experience. Interest and experience in children's services is a must; knowledge of library procedures, public service, computers and software required. Working one evening per week and every other Saturday is required. Salary range: \$16.94 - \$21.36 hourly in six steps. Benefits include vacation, sick leave, and business leave.

Send cover letter, resume and signed application (available at <http://www.saginawlibrary.org/employment.html>) postmarked no later than December 12, 2017 to: Maria McCarville, Director, Public Libraries of Saginaw, 505 Janes St., Saginaw, Michigan, 48607. EOE