NOW HIRING
ADULT SERVICES TEAM MEMBER

JOB TITLE: ADULT SERVICES TEAM MEMBER

The Adult Services Team Member has a penchant for information and a wide berth of technological skills. They're able to connect patrons digitally by helping them use a variety of devices and technologies. Above all else, the ideal Adult Services Team Member loves sharing knowledge with others.

Reports to: Adult Services Team Leader **Classification:** Three

BASIC REQUIREMENTS:
Education and Work Experience: Three years of relevant work experience or an Associate's Degree in relevant field.

First Two-Years Training Requirements:
- Library of Michigan Basic Workshop (required for those without (2) two years of work experience in a public library at the time of hire.)
- Completion of library approved customer service training

Competencies and aptitudes:
- Ability to work effectively with other team members
- Ability to work proficiently with word processing software and spreadsheets
- Proficient in use and knowledge of Internet and database search strategies
- Provide accurate information and directional assistance for patrons, including performing online catalog searches and locating items on shelf
- Familiar with variety of literature and fiction genres
- Flexible and open to change
- Problem-solving skills, initiative, and strong work ethic

Interested in applying?

Email your resume to jobs@nileslibrary.net

Resumes should be sent as a PDF.

Benefits include: holiday and sick pay, plus PTO!

Essential Job Duties
- Help patrons utilize technology to find the information and materials that meet their needs
- Assists with catalog and collection maintenance projects
- Develops & implements projects and programs designed to encourage public interest in and usage of adult collections, online resources, and the Lab (under advisement of Programming Manager). Such programs should be responsive to the community's information and entertainment needs.

PAY & HOURS: 20-25 hours per week. Pay: $15.65 - $15.85 based upon experience and qualifications.

Niles District Library | 620 E. Main Street | Niles, MI 49120 | 269.683.8545 | nileslibrary.com

Niles District Library is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.