



Part-Time Library Assistant Armada Free Public Library

Armada Free Public Library is hiring a part-time Library Assistant. Under the supervision of the Library Director, the Library Assistant performs a variety of clerical and public service duties including the circulation of library materials, readers' advisory services, and technology assistance. This position will also focus on adult and family programming. We're looking for someone who has the desire and initiative to bring vibrant programs, outreach, and services to our library.

Position Title: Part-Time Library Assistant

Hours: 25 hours weekly, one evening per week & one Saturday per month

Wage & Benefits: \$20.00 - \$25.00 per hour, sick and vacation time

Requirements:

- High school diploma or equivalent.
- Ability to accurately sort and shelve alphabetically and numerically.
- Familiarity with Microsoft Office applications and common office equipment.
- Ability to understand and follow detailed written and verbal instructions.
- Ability to communicate clearly and effectively, in writing and verbally.
- Consistent display of public service attitude that reflects the library's values.
- Ability to maintain discretion in handling confidential library matters.
- Dependable work habits including punctuality, reliability, flexibility and dependability.
- Ability to work independently without close supervision and assume responsibility.
- Ability to promote and maintain effective relationships with other staff and to work in a team environment.
- Positive service attitude.

Preferred Qualifications:

- Bachelor's degree.
- Public service experience. Retail experience. Handling payments.
- Library experience and experience with an ILS system.
- Ability to work effectively with the public in a tactful, courteous manner.
- Demonstrated ability to use computer technology, preferably within a Windows environment.
- Ability to work with minimal supervision.
- Familiar with the Dewey Decimal System.
- Accuracy and skills in keyboarding, spelling, English, grammar and arithmetic.

Responsibilities:

- Accurately and efficiently checks in returned materials using the library's automated system.
 - Reviews materials for completeness and condition upon check-in and checkout.
 - Resolves exceptions according to established practices and procedures.
- Serves the public at the circulation desk, issues and updates library cards and places holds for patrons.
- Performs opening and closing library duties during corresponding shifts.
- Collects money for overdue fines, fees and lost or damaged materials.
- Answers the telephone and routes calls to the appropriate staff member.
- Provides reference and readers' advisory service at all service desks, as well as on the phone, to a variety of audiences by using reference interviews to assess specific needs and then providing relevant, timely information.
- Assists patrons with technology questions and downloading digital content.
- Maintains efficient Workroom order and regularly empties book drops.
- Accurately shelves library materials.
- Maintains shelves to ensure that materials are in correct order, which includes the shifting of materials on shelves as needed.
- Restocks book displays.
- Assists with collection maintenance such as linking or deleting item records in the catalog and applying or removing book labels.
- Runs required hold reports and retrieves patron requests; packs and unpacks Interlibrary Loan (ILL) delivery items.
- Greets and assists patrons throughout the entire library, assessing patron needs and referring to appropriate staff as needed.
- Assists with programs and outreach; including set-up, clean up, staffing stations and providing general assistance.
- Enforces library policies using a polite and professional approach and alerts appropriate staff members for assistance, completing interaction or incident reports as directed.
- Serves as staff member in-charge in the absence of the Library Director.
- Other duties as assigned.

Application:

To apply go to our website, www.armadalib.org Applications received before April 21, 2026 will receive first review. Position open until filled.