



# Loutit District Library

Expanding Horizons, Enriching Minds, Engaging Community

## Job Posting

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### **Library Assistant II – Reference & Information (Part-time)**

Loutit District Library seeks an enthusiastic and energetic service-oriented individual to work 28 hours per week in the Reference & Information Department. The position involves extensive work with the public in answering questions, recommending library materials, and providing technology assistance. The primary functions of this job include: reference and reader's advisory services, collection development, library programming support, public computing assistance, and copy/fax services.

**Schedule:** The schedule for this position is Tuesday – Friday, which includes one evening per week and weekend rotations.

**Qualifications:** A bachelor's degree or equivalent experience, computer proficiency, and a flexible schedule are required. Public library experience preferred. Proficiency in a language other than English is highly desired.

**Compensation:** Hourly rate for this position is \$16.00 per hour. This position includes PTO, vacation, and sick time.

**To Apply:** Submit a cover letter, resume, and three professional references in PDF format to Amy Bailey, Assistant Director of Library Services, via email at [abailey@loutitlibrary.org](mailto:abailey@loutitlibrary.org) by 6:00pm on Wednesday November 17, 2021. To view the full job description visit [bit.ly/workatloutit](http://bit.ly/workatloutit).

Loutit District Library does not discriminate on the basis of age, color, national origin, sex, height, weight, marital or veteran status, religion, age, or handicap in employment or the provision of services. Loutit District Library is a drug-free workplace and is an Equal Opportunity Employer.

Posted: November 3, 2021

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