



# Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

## Job Posting

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### **Library Assistant II – Reference & Information (Part-time, 28 hours per week)**

Do you enjoy solving genealogy mysteries and going down Google rabbit holes? Are you the go-to person in your friend group for technology questions? Do you want to make a difference by building relationships in your community? If you answered yes to these questions, you may be the perfect candidate to join the Reference & Information team at Loutit District Library. The position involves extensive work with the public in answering questions, using genealogy databases, and providing technology assistance.

**Schedule:** The schedule for this position is Tuesdays, Wednesdays, and Fridays, 9:30am-6pm and every Saturday, 10am-2pm.

**Qualifications:** Bachelor's degree from an accredited college or university. Alternative to traditional educational attainment would be three or more years of experience in customer or public service. Computer proficiency and a flexible schedule are required. Public library and customer service experience is highly preferred. Genealogy and local history experience is highly desired. Proficiency in a language other than English is highly desired.

**Compensation:** Hourly rate for this position is \$17.00 per hour. This position includes PTO, vacation, sick, and paid holiday time.

**To Apply:** Submit a cover letter, resume, and three professional references in PDF format to Katie Alphenaar, Head of Reference & Information, via email at [kalphenaar@loutitlibrary.org](mailto:kalphenaar@loutitlibrary.org). Position open until filled. To view the full job description visit [bit.ly/workatloutit](http://bit.ly/workatloutit).

407 Columbus Avenue, Grand Haven, MI 49417  
Phone (616) 850-6900 [www.loutitlibrary.org](http://www.loutitlibrary.org)

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