



## **Brandon Township Public Library**

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304 South Street  
Ortonville, MI 48462  
tel: 248-627-1460  
fax: 248-627-9880  
www.brandonlibrary.org

### Job Description/Position Standards with Qualifications and Requirements

Position: Library Associate

Part-time (minimum 29 hours per week)

Salary Range: (as of May 29, 2022) \$15.09-\$18.03

Grade: 5

Benefits: Paid time off, paid sick time, 9 paid holidays and life insurance.

#### Job Summary:

Under the direction of the Public Services Manager, give direct support to librarian(s) by providing excellent reference and reader's advisory services to the public at the Public Service Desks. This position also contributes to collection development and public programming.

#### Responsibilities:

- Assist at the reference desk in providing reference and reader's advisory services
- Conduct one-on-one and group training sessions for library patrons and staff in the use of library resources and programs
- Assist in developing and providing library programs for youth, teens and/or adults
- Assist in selecting and managing the library collection
- Contribute to the development and content of the library's website
- Contribute to the library newsletter for publication
- Serve on system-wide committees and/or attend meetings as appropriate

#### Qualifications:

Bachelor's Degree from a four-year college or university

#### Requirements:

- Successful experience providing direct customer service in a library or other public institution
- Strong public service commitment and positive attitude
- Strong time management skills
- Excellent written and verbal communication skills
- Ability to utilize and teach current library technology
- Awareness of the unique role of the public library in the community
- Ability to work effectively in a continually changing environment
- Ability to work cooperatively as a team member within the department and with other departments within the library
- Ability to lift or transport items weighing up to 40 pounds
- Flexible schedule, including nights and weekends

Department Affiliation/Supervisor

Reports to the Public Services Manager