



**MUSKEGON AREA
DISTRICT LIBRARY**

Location: MADL Administration
4845 Airline Rd., Suite 5
Muskegon, MI 49444

Position: Library Assistant II – Bookmobile

Pay Range: \$15.84 – \$18.31

We are seeking a Library Assistant on the Bookmobile that travels throughout Muskegon County assisting Bookmobile Librarian with day-to-day tasks such as shelving books, removing materials from shelves, running book sales, program set-up (videogames in the park, Storytime, or at a festival!), answering phone, assisting with vehicle operations, and registering library cards. The Bookmobile Library Assistant will be responsible for driving when the Librarian is away.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides limited reader assistance and database or technical services to patrons.
- Registers/ issues patrons for borrower's cards and reviews current cards for discrepancies.
- Catalogues and maintains library seed collection (applicable to branches that participate).
- Takes requests for materials and maintains appropriate related records and tabulations.
- Prepares and mails overdue notices; Collects fines.
- Assists with story hours and other programs.
- Shelving and weeding library materials.
- Reads shelves to ensure proper materials are present and in periodical order.
- Performs related clerical work required for the operation of the library.
- Operates a computer or other library equipment.
- Works a varied schedule with some evenings and weekends.
- Acts as back-up for all Library Assistant I positions across MADL.
- Collect items from the book drop.
- Check interlibrary loans; Placing and sorting items on hold.
- May assist with vehicle operations.
- Participates in general functions for library cleanliness and appearance.
- Assisting patrons in person or over the phone.
- All other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- High school graduate or GED.
- Driver's License REQUIRED; Chauffeur's License preferred. MADL will help obtain one, if not already acquired.
- Minimum one-year driving large vehicles preferred
- Basic knowledge of reader interest levels, books, authors and reference materials.
- Ability to maintain accurate records and prepare written reports.
- Provides superior customer service.
- Maintains regular and punctual attendance and works varying schedules as needed.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- General computer proficiency, including knowledge of library software and Microsoft Office products.
- Driver's License REQUIRED. Chauffeurs License preferred. MADL will help obtain one, if not already acquired.