

Portage Lake District Library
58 Huron Street, Houghton MI 49931
906-482-4570 dgeshel@pdl.org www.pdl.org

Library Assistant
Job Posting

Supervisor: Library Manager
Classification: Hancock School Public Library
Apply: Online or in-person
Hours: 20 hours per week
Hourly Rate: \$10.50

Primary Duties

1. Focuses on providing library services to library users. These services include providing materials, participating in programming, designing and producing displays, and answering basic user questions.
2. Works with other staff to produce programs and services for library users.
3. Makes recommendations to the Library Manager for material purchases.
4. Participates in cataloging and processing of materials at a basic level.
5. Assists with InterLibrary Loan (ILL) services – the ordering, processing, shipping and receiving of materials borrowed by and from the Hancock Library to other libraries.
6. Performs other duties as assigned.

Minimum Qualifications

1. A high school diploma.
2. At least a moderate level of computer capabilities.
3. Daytime availability during the week. Some evenings and weekends required.
4. Ability to relate effectively to library patrons and to co-workers.
5. Strong oral and written communication skills.

People working in this position need to be able to see, stand, walk and lift up to 40 pounds.

Please submit a cover letter, resume and PLDL application via email or U.S. mail by end of day August 29, 2020.

Dillon Geshel, Library Director
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