

Portage Lake District Library  
58 Huron Street, Houghton MI 49931  
906-482-4570 [dgeschel@pdl.org](mailto:dgeschel@pdl.org) [www.pdl.org](http://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.

Please submit a cover letter, resume and PLDL application via email or U.S. mail by end of day February 10, 2021.

Dillon Geshel, Library Director  
58 Huron Street  
Houghton, MI 49931  
[dgeschel@pdl.org](mailto:dgeschel@pdl.org)