

Supervisor Kenneth R. Fletcher  
Treasurer Howard A. Pizzo  
Clerk Mary R. Clark  
Manager Brian T. Reed



Trustee Fonda Brewer  
Trustee Dennis R. Fedewa  
Trustee Karen J. Mojica  
Trustee Deana M. Newman

Manager's Office

(517) 323-8590



## JOB POSTING

Job Title: **Library Assistant- Adult Services (part-time)** Department: District Library

Date Posted: January 10, 2019

Pay Grade: PT/04

Deadline to Apply: January 24, 2019

Salary: \$13.02/hour

The Manager's Office will be accepting applications for the position of part-time Adult Services Assistant for the Delta Township District Library.

Under the supervision of the Adult Services Librarian, this position performs a variety of duties and responsibilities that assists in the smooth and efficient operation of the library; assists with planning and promoting adult programming; performs routine library and clerical tasks; maintains the adult section of the library including shelving items when necessary; assists as requested in other areas of the library.

Qualified candidates must possess a Bachelor's degree. A minimum of six months library experience is preferred. Knowledge and appreciation of adult library materials is highly desirable. A high degree of comfort using computers and searching the Internet is required. Experience working with adults and senior citizens is preferred. Flexibility in scheduling including the ability to work evenings and weekends is required.

Qualified applicants interested in applying for this position may submit an application **and** resume to Linda Wells via email @ [lwells@deltami.gov](mailto:lwells@deltami.gov); fax (517-327-1703); or mail c/o the Manager's Office, 7710 W. Saginaw Hwy, Lansing, MI 48917 by **5:00 p.m. on Thursday, January 24, 2019.**

### EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Delta Township that no person be discriminated against because of actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental limitation, source of income, familial status, sexual orientation, or gender identity/expression. Please direct any inquiries to Linda Wells, Human Resources Generalist, 7710 W. Saginaw Hwy., Lansing, MI 48917 (517) 323-8590

7710 West Saginaw Highway • Lansing, Michigan 48917-9712

Phone: (517) 323-8590 • Fax: (517) 327-1703

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