

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: June 12, 2019

Pay Grade: PT/04

Deadline to Apply: July 8, 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 Head of Adult Services, 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 must submit an application **and** resume to Linda Wells via email @ 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 Monday, July 8, 2019.**

EQUAL EMPLOYMENT OPPORTUNITY

Delta Township is an equal opportunity employer and is dedicated to the goal of building a culturally diverse staff. Delta Township strongly encourages applications from minorities and women. It is the policy of Delta Township not to discriminate 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. The following person has been designated to handle inquiries regarding the non-discrimination policies: Brian Reed, Township Manager, 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

www.deltami.gov • www.facebook.com/deltatownship • www.twitter.com/deltatownship

