

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



J O B P O S T I N G

Job Title:	Library Assistant (part-time)	Salary: \$13.02/hour
Date Posted:	May 6, 2019	Department: District Library
Deadline to Apply:	May 17, 2019	Pay Grade: PT/04

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

Under the supervision of the Head of Youth Services, this position performs a variety of duties and responsibilities that assists in the smooth and efficient operation of the library; plans library programs for infants, toddlers, youth, and teens; provides readers advisory and informational assistance to all ages; assists in maintaining the youth section of the library; assists with community and school outreach; 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 desired. Knowledge and appreciation of youth and teen materials and culture is highly desirable. A high degree of comfort using computers and searching the Internet is required. Experience working with children required. *Flexibility in scheduling including the ability to work evenings and weekends is required.*

Qualified applicants may apply for the position by submitting an application **and** resumé to Linda Wells, Delta Township Manager's Office, 7710 W. Saginaw Hwy, Lansing, MI 48917 or via email at lwells@deltami.gov or fax to (517) 327-1703 no later **than 5:00 p.m. on Friday, May 17, 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.

