

WILLIAM P. FAUST PUBLIC LIBRARY OF WESTLAND

Library Assistant Position

Part time 20 hrs

This position requires at least 1 year experience. We are looking for a person who is detailed oriented and who can demonstrate strong communication skills and the ability to use library software. A Library Assistant performs procedures such as checking in and checking out library materials, registering patron library cards, collecting fees and answering the telephone. Must be friendly and have good telephone skills. Working nights and weekends is a requirement.

Send your resume to

**The William P. Faust Public Library of Westland
6123 Central City Parkway
Westland MI 48185**

In care of Diane Mehl

diane.mehl@westlandlibrary.org

Fax # 734-595-4612

NO TELEPHONE CALLS WILL BE ACCEPTED

Deadline is February 26, 2012