



Job Posting – Library  
Library Desk Assistant

**Pay Range:**

\$16.97 per hour, up to 28 hours per week including nights and weekends.

**Benefits:**

Part time employees are eligible to earn 1 hour of sick time for every 30 hours worked, receive two personal days per fiscal year, and are eligible for holiday pay.

**Duties:**

- Assist the public with library services including materials checkout, library card registration, library equipment, and information regarding library policies and procedures.
- Perform clerical tasks to support library operations, such as data entry, record keeping, answering phones, and filing.
- Other duties as assigned.

**Requirements:**

- High school diploma or equivalent.
- Prior customer service experience or previous library work experience is desirable. Ability to work with patrons of varied backgrounds, ages, and abilities.
- Strong attention to detail.
- Able to establish and maintain effective working relationships and use good judgment, initiative, and resourcefulness when dealing with the public and co-workers.
- Willingness to work a varied schedule including nights and weekends.

**To Apply:**

Deadline to Apply: May 7, 2025

Please submit a completed application to Human Resources Director Jessica Stover at [hr@berkleymi.gov](mailto:hr@berkleymi.gov).

Applications can be downloaded on the City website located at: <https://www.berkleymi.gov/employment>

**EEO/ADA Statement:**

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Berkley does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 658-3356 or [Jstover@berkleymi.gov](mailto:Jstover@berkleymi.gov) if auxiliary aids or services are needed. Reasonable advanced notice is required.