



December 5, 2018

POSITION OPENING

INTERLIBRARY LOAN ASSISTANT: Part-time position (29 hours per week) at the Webster Memorial Library.

Responsible for coordinating interlibrary loan requests and MeLCat activities. Coordinate and maintain MeLCat reports. Working with library staff and other libraries to coordinate MeLCat activities. Unpack delivery boxes from branches and statewide delivery. Assist with circulation/reference desk. Some evening and weekend hours are required. High School diploma, a desire to work with the public, and excellent computer skills required.

Level 18A from \$14.31 per hour.

Return application to:

Molly Wunderlich
mwunderlich@vbdl.org
Van Buren District Library
200 North Phelps Street
Decatur, MI 49045

An Equal Opportunity Employer