



The Hackley Public Library seeks an experienced and customer-focused professional to join our team as a **Part-Time Information Specialist - Saturday Shift**.

### **Hackley Public Library - Muskegon, MI**

The Hackley Public Library is seeking a part-time Information Specialist to join our team! As an Information Specialist, you will be vital in providing excellent customer service to our patrons, managing circulation and IT help desk duties, and maintaining a welcoming library environment.

#### **About the Position:**

- Hours: Up to 19 hours per week, with a consistent schedule every Saturday and Monday, plus rotating Wednesday or Friday shifts.
- Starting Pay: \$15.23 per hour, with opportunities for advancement.
- Union Position: This role is part of the SEIU Local 517M bargaining unit.

#### **Responsibilities:**

- Greet and assist library patrons, providing outstanding customer service.
- Manage circulation duties, including checking in and out library materials.
- Process new library card applications and maintain accurate patron records.
- Organize and shelve library materials to ensure easy access.
- Assist patrons with basic technology and information requests.
- Maintain a clean and welcoming library environment.
- Adhere to and enforce established library policies and procedures.

#### **Qualifications:**

- High School diploma or equivalent required.
- Demonstrated customer service experience.
- Strong interest in reading and library services.
- Previous library experience preferred.

#### **How to Apply:**

If you are a service-oriented individual with a passion for libraries, please email your application to: Joseph Zappacosta, Director Hackley Public Library 316 W. Webster Ave. Muskegon, MI 49440 [jzappacosta@hackleylibrary.org](mailto:jzappacosta@hackleylibrary.org)

The Hackley Public Library is an equal-opportunity employer.