



Manistee County Library

opens the door to information, imagination, and inspiration

95 Maple Street • Manistee MI 49660 • Phone (231) 723-2519 • FAX: (231) 723-8270 • www.manisteelibrary.org

Information Services Specialist

The Manistee County Library is seeking a friendly and outgoing individual to be our new Information Services Specialist. Excellent customer service and computer experience is required.

Under the direction of the Executive Director and Assistant Director, provides services to Library patrons including processing of Library materials, MeLCat loan requests, and answering questions regarding Library services. This position may fill in at any of our Branch Libraries. This position requires working some evening and weekend hours. Full-Time (37.5 hours per week) with excellent benefits.

Education: Associates Degree

Experience: Two years in a library setting with demonstrated experience exercising professional Librarian skills.

Starting Pay: \$17.09 per hour

Apply by: 5:00 p.m. Friday, February 10. No phone calls.

Visit www.manisteelibrary.org for complete job description.

Please forward your application, letter of interest, and resume including three references to:

Debra Greenacre, Executive Director
95 Maple Street
Manistee, MI 49660
dgreenacre@manisteelibrary.org

The Manistee County Library is an equal opportunity employer.