



Main Library: 167 4<sup>th</sup> St. | Sumpter Media Center: 23465 Sumpter Rd.  
Belleville, MI 48111 | (734) 699-3291 | [belleville.lib.mi.us](http://belleville.lib.mi.us)

**Position:** Reference Assistant

**Starting Salary:** \$18.00 /hr.

**Hours:** 16-20 hrs. /week

**Posted:** 3/04/2026

**Deadline:** Open until filled; interviews will be scheduled on a rolling basis as we receive applications.

The Belleville Area District Library strives to be the heart of our community. We are a Class V Library, serving a diverse population of 42,000 in Belleville, Van Buren Township, and Sumpter Township. Our staff is highly collaborative and endeavors to provide the public with superior customer service.

In 2020, we opened a brand new 31,000 square foot main building in downtown Belleville as well as a small satellite media center in Sumpter Township. Our Reference Assistants work alongside our librarians to staff our information desks at both locations: answering questions, suggesting resources, and assisting users on the public computers and with their personal devices. A strong personal philosophy of public service is essential, as are excellent communication skills, patience, and a good working knowledge of popular technology.

#### **Responsibilities:**

- Provide reference and readers' advisory services to library users under supervision of librarian staff, in Youth, Adult, or Teen departments, as assigned.
- Maintain an excellent working knowledge of the functions of the library catalog, public computers, personal devices, and digital resources such as databases and downloadable books and assist library users with these resources.
- Perform library opening and closing duties.
- Assist the librarians and/or department heads with projects as needed.
- Facilitate an atmosphere of learning and discovery by understanding and implementing the library's policies and procedures.
- Other duties as assigned.

#### **Qualifications:**

- Some college preferred, or equivalent experience.
- Experience in customer service or other work with the public.
- Must be able to perform basic troubleshooting of computers, printers, and personal devices.
- Must be comfortable downloading e-books and using other web-related technologies.
- Experience with Teens is highly desired.
- Must be self-motivated, industrious, and mature; able to identify projects and work independently.
- Must possess good judgment and problem-solving abilities.
- Must have a strong public service orientation and effective communication skills.
- Some evening and weekend availability is required.

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is an at-will position. The Belleville Area District Library is an equal opportunity employer. All decisions affecting employment shall be made without regard to an individual's race, color, religion, marital status, familial status, family responsibilities, protected veteran status, age, sex, sexual orientation, gender identity or expression, height, weight, national origin, disability status, or other classification protected under federal, state or local law.

**To Apply:** Application can be found at [www.belleville.lib.mi.us/about-us/employment/](http://www.belleville.lib.mi.us/about-us/employment/)

Submit cover letter, resume, and Belleville Area District Library employment application to Amy Greschaw, Head of Adult Services, at [agreschaw@belleville.lib.mi.us](mailto:agreschaw@belleville.lib.mi.us).