

Position Available:	Part Time Library Assistant Circulation Services Department Farmington Branch
Salary:	Starting Salary \$12.38 per hour
Part-time Position:	24 hours per week scheduled at either Library Branch, contingent on staff needs. Flexible schedule required to include evenings, Saturdays and Sundays.
Fringe Benefits:	Excellent

Please respond with a cover letter, resume and application. Application is available at <http://farmlib.org/application> to:

Elyse Streit, Director
Farmington Community Library
32737 West Twelve Mile Road
Farmington Hills, MI 48334
Elyse.Streit@farmlib.org

Deadline for Applications: Tuesday, September 26, by 5:00 p.m.

Interviews will be conducted: Week of October 2 at the Farmington Branch,
23500 Liberty Street, Farmington, MI 48335

The ideal candidate for this position should have superior customer service and communication skills. They should be comfortable working within a team-oriented framework to provide high quality library services to our patrons.

Job Summary:

Under the supervision of the Circulation Department Heads, employees in this classification have a primary responsibility to provide service at the Circulation Services desk, along with performing clerical and operational functions to ensure the orderly flow of materials and services. Part-time employees are scheduled to work 24 hours per week at either Library Branch, contingent on staff needs. Hours will be scheduled to include evenings, Saturdays and an occasional Sunday.

Essential Duties and Responsibilities May Include:

- Checks in and out materials for the public utilizing an automated circulation system and an automated materials handling system.
- Provides directional and other assistance to the public, as appropriate.
- Responsible for answering incoming calls and properly directing telephone requests.
- Collects overdue/damaged/lost material fines, records and deposits all fines, fees, copier and other revenue from cash register.
- Reconciles circulation reports.
- Regularly checks department email and responds to patron inquiries.
- Completes additional circulation-related tasks.

Minimum Qualifications:

- Previous library experience or customer service experience preferred.
- Must have the ability to maintain confidentiality of private information in accordance with the Library Privacy Act.
- Positive service attitude.
- Familiarity with daily banking: preparing deposits, reconciling register and register reports.
- Computer knowledge is a major component which also includes accuracy and skill in keyboarding, spelling, English and grammar.
- Troubleshooting is a necessary skill which also includes the ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to communicate effectively, orally and in writing.
- Ability to promote and maintain productive and professional relationships with the public and staff.
- Ability to understand and correctly interpret Library Policies and Procedures.

Physical Activity Requirements:

[Degree of physical demands (strength) usually associated with the essential functions of the job]

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. The type of physical demands usually associated with the essential functions of this classification are: stooping, kneeling, crouching, reaching overhead and horizontally, handling, fingering, feeling, talking, hearing and seeing.

Equipment Commonly Associated with this Job:

Computer, calculator, barcode scanner, cash register, telephone reception system, office machinery, conveyor belt and book trucks, among others.

Employee Classification: Part-Time Library Assistant I

Part-time employees are regularly scheduled to work 24 hours per week, with the majority of that time assigned to work at a public service desk. Job requirements remain the same criteria as those for full-time Library Assistant I.