

Trenton Veterans Memorial Library
2790 Westfield
Trenton, MI 48183
(734) 676-9777
www.trenton.lib.mi.us

Part Time Library Associate – Circulation and Reference Desk

Position: Library Associate, Circulation and Reference Desk – The Trenton Veterans Memorial Library is seeking to add a part-time Library Associate member to our team. We are a very busy Class VI library serving 4 communities: Brownstown, Grosse Ile, Trenton and Woodhaven. We are seeking someone who is personable, positive and committed to providing outstanding customer service to our patrons.

Job Classification: Part-time, No Benefits

Salary: \$12.00 per hour

Hours: 29 hours per week – including mornings, nights and weekends

Deadline: Until Filled

Duties: The essential job duties for the Library Associate position include (but are not limited to) the following:

- Work morning, evening and weekend shifts at the library circulation desk as scheduled
- Participate in opening/closing procedures
- Perform circulation services:
 - Check materials in and out
 - Register patrons for library cards
 - Collect money for fines
 - Perform interlibrary loan requests.
 - Process materials for circulation
- Perform the following Reference Desk functions:
 - Answer reference questions
 - Provide readers advisory and interlibrary loan services to patrons
 - Maintain and update library's website
 - Assist patrons in using computers and other equipment
 - May be assigned to teach internet classes
 - May represent the library on committees of the library cooperative
- Other duties as assigned

Skills and Requirements:

- Bachelors Degree
- Excellent customer service skills
- Strong attention to detail, dependable and flexible work habits
- Strong interpersonal, communication and technology skills
- One or more year(s) of customer service, preferably in a public library
- Strong knowledge of library practices and operations
- Proficient in keyboarding, computers, Microsoft office products, telephone operation
- Ability to serve patrons with politeness, courtesy and tact
- Ability to effectively communicate orally or in writing
- Ability to establish effective working relationships, and use good judgment, initiative
- Ability to work under stress, frequent interruptions, and changes in work priorities
- Ability to work a varied schedule including some evenings and weekends
- Ability to multi-task and manage time

Working Conditions:

- Work in a very busy library setting directly with the public
- Sustained posture in a standing, seated or walking position for prolonged periods of time
- Perform bending, lifting, and pushing
- Perform repetitive hand and arm motions for prolonged periods of time

To Apply:

All applicants must submit a completed City of Trenton Employment Application, resume, cover letter, and 3 references to be considered for the position. Employment application may be picked up at the library or Trenton City Hall. Please fax, mail or email the application and any accompanying documents to:

Francene Sanak, Library Director

fsanak@trenton.lib.mi.us

2790 Westfield

Trenton, MI 48183

Phone: 734-676-9777

Fax: 734-676-9895