

**Brighton District Library**

March 18, 2019

**Job Posting**

Library Assistant II

**Position:** Library Assistant II: Technical Services

**Wage:** \$11.00 per hr.

**Benefits:** Pro-rated vacation time, sick leave and standard holidays. Flexible Spending Account (FSA). Deferred Compensation Plan (Retirement)

**Hours:** 20-22 hours/week; with occasional evening and weekend hours

**Start Date:** Immediate

**General Description of the Position:**

Assists in dealing with missing and damaged materials. Performs assigned technical services tasks which include occasional processing, and repairing materials. Assists with database maintenance by adding/removing materials in the collection which includes periodicals, interlibrary loans, and maintenance projects as needed. Performs other duties as assigned.

**Required Qualifications:**

- High school diploma
- Computer literacy
- Ability to lift, bend, stoop, reach and grasp
- Ability to interact effectively with the public and staff members
- Good clerical, oral, and written communication skills
- Ability to work independently and responsibly with detailed and privileged information

**Desired Qualifications:**

- Two years of library experience or equivalent
- Customer service experience
- Knowledge of Microsoft Word, Access and Excel

**Apply to:** Candidates should submit application and resume to:

Tina Fleischmann, Technical Services Supervisor  
Brighton District Library  
100 Library Drive  
Brighton, MI 48116  
[tina@brightonlibrary.info](mailto:tina@brightonlibrary.info)

**Deadline:** March 29, 2019