



March 11, 2019

Position Available: Part Time Library Assistant
Circulation Services Department

Salary: Starting Salary \$12.63 per hour

Part-time Position: 24-26 hours per week scheduled at either Library Branch, contingent on staff needs. Flexible schedule required to include days, evenings, Saturdays and Sundays.

Fringe Benefits: Paid vacation, personal business days and sick time. Employer provided life insurance, and 401(a).

Please respond with a cover letter, resume and application. Application is available at http://history.farmlib.org/pdfs/Employment_Application_3_2018.pdf to:

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

Deadline for Applications: Friday, March 22, 2019 by 5:00 p.m.

Interviews will be conducted: Thursday, March 28, 2019 at the Main Library, 32737 West Twelve Mile Road, Farmington Hills, MI 48334

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 Circulation employees are scheduled to work 24-26 hours per week at either Library Branch, contingent on staff needs. Hours will be scheduled to include days, 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:

- One year of customer service experience required.
- Previous library 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

- The ability to lift, push and/or pull up to 20 lbs., and push carts weighing up to 200 lbs.
- The ability to sit, stand and walk for long periods
- The ability to bend, reach, crouch or stoop
- Sufficient vision, speech and hearing, which will permit employee to successfully perform the functions of this position