December 2019

Position Available: Interlibrary Loan Department Page

Interloan Library Page Compensation begins at: $10.28 per hour
18 hours per week including a minimum of one evening per week and one Saturday per month

Please respond with application to: Jill O’Hara
Farmington Community Library
32737 West Twelve Mile Road
Farmington Hills, MI 48334
jill.o’hara@farmlib.org


Interviews will be scheduled during the week of January 20, 2020.

Application forms for employment at the Library are available at the Circulation desk at both buildings or on the Library website at http://history.farmlib.org/pdfs/Employment_Application_3_2018.pdf.
Employee Classification: Interlibrary Loan Department Page

Essential Duties/Responsibilities for an Interlibrary Loan Department Page May Include:
This position will be approximately 18 hours per week (usually three six-hour shifts), unset schedule, with nights and some Saturdays required. Flexibility is mandatory. This position reports to the Supervisor of Interlibrary Loan.

- Assist with pulling, packaging, shipping, receiving, returning and processing Interloan materials through MeL and WorldShare
- Notify patrons of Interloan held and past-due items
- General office functions include but not limited to, answering phones, sending and receiving email, scanning, faxing, filing, shredding and processing mail
- Help maintain Interloan supplies
- Use of Excel 2013 to track trends and inventory
- All other duties as required

Requirements:
- Must be extremely detail-oriented
- Computer experience with Microsoft Office products, including Excel and Word, and proficient typing skills
- Familiarity with Polaris is preferred
- Superb customer service, communication and phone skills
- Basic mathematical skills
- Able to work in a shared environment with others in close proximity
- Able to work independently and unsupervised
- Able to lift and carry small stacks of books

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

Equipment Commonly Associated with this Job:
Computer equipment plus peripherals, telephone reception system, microform reader, printers, copiers and other office machinery, among others.