September 2019

Position Available: Part Time Library Assistant
Technical Services Department

Salary: $12.88 per hour

Part-time Position: 24 hours per week scheduled at either Library Branch, contingent on staff needs. Hours will be scheduled to include evenings, Saturdays, and are also scheduled on regular rotation on Sundays, in the Circulation Department.

Fringe Benefits: Excellent

Please respond with a cover letter, resume and application. Application is available at http://www.farmlib.org/our-library/general-information/ Please email or send to:

Jaclyn Miller, Interim Director
Farmington Community Library
32737 West Twelve Mile Road
Farmington Hills, MI 48334
Jaclyn.Miller@FarmLib.org

Deadline for Applications: September 23, 2019

Interviews will be conducted on: September 30, 2019

Job Summary:
Under the supervision of Technical Services Department Head, employees in this classification perform clerical and operational functions to ensure the orderly flow of materials and services in the Technical Services Department. Part-time employees are scheduled to work 24 hours per week including some evenings and Saturdays in the Technical Services Department. Hours are also scheduled as needed, and occasionally on Sundays, in the Circulation Department.
Essential Duties and Responsibilities May Include:

- Receive, invoice, pay, and link all incoming materials received manually and electronically, as well as standing orders in Polaris.
- Process materials as required: stamp, label, and tag all various types of incoming materials.
- Responsible for bringing over and fixing all bibliographic records from OCLC and other libraries.
- Create Authority Records when needed, and modify bibliographic records according to RDA requirements.
- Perform RFID duties, check new materials in, and process holds.
- Link and process donation materials as needed.
- Assist at Tech Logic automated material handling system when necessary.
- Continued learning of current and future changes to the Polaris system, and cataloging procedures.
- Keep updated copies of all library departments schedules in Tech Services.

Minimum Qualifications:

- Knowledge generally obtained through a minimum of two years of college courses directed to a Library Technician’s degree or its equivalent in experience or training.
- Knowledge of cataloging is preferred.
- Extremely detail and task oriented.
- Accuracy and skill in keyboarding, spelling, English, grammar and arithmetic.
- Ability to communicate effectively, orally and in writing.
- Ability to promote and maintain effective relationships with the public and other staff.
- Positive service attitude.
- Ability to understand and correctly interpret Library Policies and Procedures.

Physical Activity Requirements:

- The ability to lift, push, and or pull up to 20 lbs., and to 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 functions of this position.

Equipment Commonly Associated with this Job:

Computer, barcode scanner, RFID scanner pad, telephone, office machinery, conveyor belt and book trucks, among others.