

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 – Trenton Veterans Memorial Library is seeking to add a part-time Library Associate member to our team. We are seeking someone who is personable, positive and committed to providing outstanding customer service.

Job Classification: Part-time

Salary: \$12.25 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
 - 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:

- Bachelor's 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 library
- Strong knowledge of library practices and operations
- Proficient in keyboarding, computers, Internet searching, 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
- Able to stand, sit or walk 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 and cover letter in person or via email EChapman@trenton-mi.com. You can download an [Employment application](#) or pick one up at the library.

You can also snail mail your application documents to:

Trenton Veterans Memorial Library
Attn.: Erin Chapman
2790 Westfield Road
Trenton, MI 48183