

Trenton Veterans Memorial Library
2790 Westfield
Trenton, MI 48183
(734) 676-9777
www.trenton.lib.mi.us

Library Tech – Circulation Services

Position: The Trenton Veterans Memorial Library is seeking to add a part-time circulation library tech to our team. We are an active public library serving 4 communities: Brownstown, Grosse Ile, Trenton and Woodhaven. We are seeking someone who is personable, positive and committed to providing outstanding customer service to our patrons.

Job Classification: Part-time

Salary: \$10.25 per hour

Hours: 25.5 hours per week – including mornings, nights and weekends

Deadline: Until Filled

Duties: The essential job duties for the Library Tech 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 the following Circulation Desk functions:
 - Check-out library materials to patrons
 - Check-In returned library materials from patrons or drop box
 - Prepare materials to return to shelves
 - Handle money and perform cash register functions
 - Learn and communicate library card policy to patrons and visitors
 - Register new patron library cards
 - Renew/Modify/Update existing patron library cards
 - Pull and process items for inter-library loans
 - Direct patrons to appropriate section, department, etc.
 - Answer questions related to policies and procedures
 - Assist patrons with the use of library services, facilities and equipment
- Process library materials for circulation
- Additional duties as assigned

Skills and Requirements:

- High School diploma or GED
- One or more year(s) of customer service, preferably in a public library
- Strong knowledge of library practices and operations
- Proficient in keyboarding, computers, and telephone operation
- Ability to serve patrons with politeness, courtesy and tact
- Ability to maintain attention to detail and accuracy
- 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 evenings and weekends
- Ability to multi-task and manage time

Working Conditions:

- Work in a busy library setting directly with the public
- Sustained posture in a standing, seated or walking position 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