

## **Library Tech, Part-Time**

Trenton Veterans Memorial Library is seeking to add a part-time circulation Library Tech – Circulation Services to our team. 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:** 24 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 schedule
- 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 [City of Trenton Part Time Employment Application](#).

You may send your application, cover letter, resume to:

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

or email: [EChapman@trenton-mi.com](mailto:EChapman@trenton-mi.com)