



Library Circulation Assistant (Part-time) Troy Public Library

Posting Date
October 14, 2019

\$11.00/hour

Closing Date
November 14, 2019

The [Troy Public Library](http://www.troypubliclibrary.org) is the hub of the vibrant, dynamic, and diverse City of Troy. The Library sees over 700,000 visitors per year and serves an educated and involved community. The Library Assistant will work under the supervision of the Circulation Supervisor and/or a Library Aide to assist library patrons.

HOURS: Part-time, year-round. Forty (40) hours in a two week pay period. Schedule will include **at least one evening shift per week and at least two weekend shifts per month (both Saturday and Sunday every second week).**

Shifts are:

Monday – Thursday <i>Day</i>	9:45AM – 3:30 PM	Saturday	9:45 AM – 5:15 PM
Monday – Thursday <i>Evening</i>	3:30 PM – 9:15 PM	Sunday	12:45 PM – 5:15 PM

DUTIES

- Resolve patron inquiries and complaints.
- Use integrated online library system to check in and out material.
- Answer phones and renew items over the phone.
- Collect overdue fines and fees for lost/damaged items, issue library cards and oversee lost and found items.
- Communicate Library policies and procedures to patrons.
- Maintain a clean, neat and organized workspace at the circulation desk and in public areas of the Library.
- Perform related work as assigned.

REQUIREMENTS

- High school graduate or GED equivalent.
- Demonstrate ability and/or experience working with Windows-based computers.
- Excellent communication skills.
- Be able to transport Library materials from return bins to carts (lift and push up to 40 pounds).
- File alphabetically and numerically.
- Ability to interact courteously and effectively with the public, library staff, library volunteers, and other City departments.
- Ability to work in a collaborative, dynamic, fast-paced environment, using excellent organizational and time management skills.
- As a condition of employment, the successful candidate must pass a background check and pre-employment physical.

PREFERRED

- Recent Public Library experience.
- Recent Polaris Library System Software experience.
- Customer service experience.

APPLY

Applications are available at www.troymi.gov/jobopenings and can be sent to apply@troymi.gov or turned into the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084.

If an applicant was evaluated under a recent job posting for this classification but was not selected he/she may not be contacted under this recruitment.

Your application is part of the review process; be sure it is complete. Attaching a resume is not required, however, all information requested on the application form must be completed (*i.e. writing "see resume" is not sufficient*).

AN EQUAL OPPORTUNITY EMPLOYER: The City of Troy is committed to providing equal opportunity employment to all applicants. The City of Troy will consider all qualified applicants for employment regardless of race, religion, color, sex, height, weight, marital status, national origin, age, disability, or veteran status or any other basis protected by federal and state law.

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