



**February 28, 2022**

**Library Assistant I – Technical Services Department**

The Farmington Community Library is seeking an energetic, ambitious, and detail-oriented person to fill the Tech Services Library Assistant I position. Under the supervision of the Technical Services Department Head employees in this classification assist the public by ordering, cataloging, and processing materials.

The Farmington Community Library is a District Library serving the communities of Farmington and Farmington Hills with two locations, 12 Mile and Liberty Street. FCL embraces diversity and promotes inclusion in its hiring and operations. The library actively seeks individuals whose commitments and contributions will advance our mission to be a diverse and equitable organization. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team and reflect the community we serve.

<b>Position Available:</b>	PT Library Assistant I – Technical Services Department
<b>Salary:</b>	\$13.40 per hour
<b>Full Time Position</b>	24 hours per week, including some evening and weekends
<b>Fringe Benefits:</b>	Excellent – including vacation, paid holidays, personal and sick leave, and defined contribution plan

Please include your cover letter, resume, and application. Application is available at: [http://history.farmlib.org/pdfs/Employment\\_Application.pdf](http://history.farmlib.org/pdfs/Employment_Application.pdf)

**Send to:**

Crystal Peterson, Executive Assistant  
[Crystal.Peterson@farmlib.org](mailto:Crystal.Peterson@farmlib.org)  
Farmington Community Library  
32737 West 12 Mile Road  
Farmington Hills, MI 48334

**Job Summary:**

Under the supervision of the Technical Services Department Head, employees in this classification assist the public by ordering, cataloging, and processing materials.

**Essential Duties/Responsibilities:**

- Responsible for ordering materials through Acquisition Module
- Prepares and oversees purchase orders in ILS
- Responsible for creation of on-order bibliographic and item records
- Orders memorials and miscellaneous vendor orders
- Prints out Electronic Invoice Acknowledgements
- Receives, invoices, pay and link incoming materials in ILS
- Removes cancelled orders from ILS
- Trains/Assists librarians in ordering from various vendors
- Process and link all materials as required

**Minimum Qualifications:**

- 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
- Positive service attitude
- Ability to understand and correctly interpret library policies and procedures

**Preferred Qualifications:**

- Knowledge of ordering through Baker & Taylor, Midwest Tape, Ingram, Amazon, etc.
- Knowledge of Polaris ILS

**Physical Activity Requirements:**

The ability to lift, push, and/or pull up to 40 lbs., and to push carts weighing up to 300 lbs. The ability to sit, stand, and walk for extended periods.