



**February 28, 2022**

**Part Time Library Page - Technical Services Department**

The Farmington Community Library is seeking a detail-oriented person to fill the Technical Services Page position. Under the supervision of the Technical Services Department Head, employees in this classification perform clerical and operational functions to ensure the orderly flow of materials and services in the Technical Services Department.

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.

**Position Available:** PT Library Page  
Technical Services Department

**Salary:** \$10.69 per hour

**Part-time Position:** 16-19 hours per week. Hours will be scheduled to include evenings, Saturdays and are also scheduled on regular rotation on Sundays, in the Circulation Services Department.

Please include a 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 Twelve Mile Road  
Farmington Hills, MI 48334

**Job Summary:**

Under the supervision of Technical Services Department Head, employees in this classification perform clerical and operational functions to ensure the orderly flow of materials and services in the Technical Services Department. Part-time employees are scheduled to work 16-19 hours per week including evenings and Saturdays in the Technical Services Department. Hours are also scheduled as needed, and occasionally on Sundays, in the Circulation Department, or help curbside when needed.

**Essential Duties and Responsibilities May Include:**

- Receive, invoice, pay, and link all incoming materials received electronically, in Polaris.
- Process materials as required: stamp, label, and tag all various types of incoming materials.
- Responsible for bringing over bibliographic records from OCLC and other libraries.
- Perform RFID duties, check new materials in, and process holds.
- Link and process donation materials as needed.
- Assist at Tech Logic automated material handling system when necessary.
- Continued learning of current and future changes to the Polaris system, and processing procedures.

**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 with the public and other staff.
- Positive service attitude.
- Ability to understand and correctly interpret Library Policies and Procedures.
- Willingness to learn cataloging.

**Physical 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.