September 28, 2022

Farmington Community Library is proud to be a welcoming space for everyone in the Farmington and Farmington Hills community. Both FCL locations serve as public spaces for ideas, create collaboration between neighbors and businesses, and offer services that meet community needs. 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: Library Assistant I – Acquisitions Department (PT Non-Exempt)

HOURS: 24 hours per week, including days, nights, and weekends on a flexible basis

RESPONSIBILITIES: Reports to the Head of Acquisitions and assists the public by processing, cataloging, and invoicing materials. May help at the Circulation Desk as needed.

* Receive, invoice, pay, and link all incoming materials received manually and electronically, as well as standing orders in Polaris
* Process materials as required: stamp, label, and tag various types of incoming materials
* Responsible for bringing over all 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 in Circulation when necessary
* Continued learning of current and future changes to the Polaris system

MINIMUM QUALFICATIONS:

* 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 Polaris Integrated Library System
* Some experience working in a library setting

SALARY: $13.62 per hour

BENEFITS: Vacation, sick leave, personal leave, and holidays, defined contribution plan

**APPLICATION:** Cover letter and resume due Wednesday, October 19, 2022, at 5:00 PM

To: Farmington Community Library

Attn: Crystal Peterson

32737 W. Twelve Mile Road

Farmington Hills, Michigan 48334

Electronically to: Crystal.Peterson@farmlib.org