



Library Assistant (Youth & Adult) (Part-time) Troy Public Library

Posting Date
January 22, 2019

Starting at \$11.00 - \$13.00/hour
Based on qualifications

Closing Date
Open Until Filled

The [Troy Public Library](#) 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.

HOURS: Part-time, year-round. Works 24 hours including daytime, evenings, and weekends. **Below is the schedule for this position.**

Shifts are:

Monday	2:15 PM – 9:15 PM	Wednesday or Thursday	4:15 PM – 9:15 PM
Wednesday or Thursday	9:45 AM – 4:45 PM	Sunday	12:15 PM – 5:15 PM

DUTIES

- Assist with gathering materials, preparing and disassembling event space for library programs at the library and other locations.
- Support staff with the library collection maintaining library collections (books, DVDs, etc...)
- Sort, shelve, and retrieve library material; check shelves for accuracy and re-shelve misplaced items; load, unload, and use push carts and large bins to transport materials and equipment throughout the library.
- Use computer for email, data entry, and check-in/withdrawal of library materials.
- Assist in the training and instruction of Library Pages.
- Refer patrons to appropriate personnel.
- May work in Adult or Youth Services department.
- Performs other duties as assigned.

REQUIREMENTS

- High school graduate or GED equivalent.
- Must be familiar with Microsoft Office Suite and be able to use email and perform basic computer tasks.
- Requires accurate work, attention to detail, and the ability to interact with the public.
- Must possess excellent communication skills and be tactful when dealing with the public.
- Must be able to perform frequent lifting and carrying of library materials, pushing and pulling book carts.
- Must be able to frequently position self to shelve books on bottom shelf and up to top shelf of library shelving areas (stacks), which will require use of portable library stools.
- Be able to transport library materials from return bins to carts (lift up to 25 pounds and push up to 40 pounds).
- As a condition of employment, the successful candidate must pass a pre-employment physical.

PREFERENCES

- Recent library experience.
- Ability to work in a team environment.
- 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.

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*).