

## Brighton District Library

August 27, 2024

### Job Posting

Library Assistant: Technical Services

**Position:** Library Assistant: Technical Services

**Wage:** \$14.00 per hour

**Benefits:** Pro-rated vacation time, sick leave and standard holidays. Flexible Spending Account (FSA). Deferred Compensation Plan (Retirement)

**Hours:** 25 hours/week; with possible evening and weekend hours

**Start Date:** **September 25, 2024**

#### General Description of the Position:

Assists with missing and damaged materials. Performs assigned Technical services tasks which include processing, and repairing materials. Assists with database maintenance by adding/removing materials in the collection which includes periodicals, interlibrary loans, and maintenance projects as needed. Performs other duties as assigned.

#### Required Qualifications:

- High school diploma
- Computer literacy
- Ability to lift, bend, stoop, reach and grasp
- Ability to interact effectively with the public and staff members
- Good clerical, oral, and written communication skills
- Ability to work independently and responsibly with detailed and privileged information

#### Desired Qualifications:

- Two years of library experience or equivalent
- Customer service experience
- Knowledge of Microsoft Word, Access and Excel

**Apply to:** Candidates should submit application and resume to:

Diana Pierce  
Brighton District Library  
100 Library Drive  
Brighton, MI 48116  
[dpierce@brightonlibrary.info](mailto:dpierce@brightonlibrary.info)

**Deadline:** **September 7, 2024**