

Brighton District Library
June 10, 2025

Job Posting
Circulation Services Aide

Position: Circulation Services Aide

Wage: \$14.50 per hr.

Hours: 12-18 hours/week; after training, the permanent position will consist of one night per week, one day shift per week. Will also include two Saturdays per month, availability and flexibility for subbing required also.

Start date: Immediate

General Description of the Position:

Will involve direct public service while assisting patrons at the Circulation Desk, which includes checking out materials, issuing and renewing library cards, answering phones, problem solving. Additional duties include discharging of library material, collecting, routing, and evaluating items, and other duties as assigned.

Required Qualifications:

Excellent public service skills
Ability to listen and accommodate the differing needs of our patrons
Ability to establish and maintain effective working relationships with associates, supervisors and especially the public
High School diploma or equivalent
Accuracy and skill in typing
Understanding of basic computer usage, keyboarding and telephone operation
Physically able to stand for extended periods of time
Physically able to lift and/or move objects of light to moderate weight

Desirable Qualifications:

Ability to work independently and assume responsibility
Ability to file alphanumerically
Knowledge of library practices and operations
Prior experience working in a library

Apply to: Candidates should submit application and/or resume to:
Diana Pierce, Head of Support Services
Brighton District Library
100 Library Drive
Brighton, MI 48116
dpierce@brightonlibrary.info

Applications will be accepted until position is filled.