

Brighton District Library

November 4, 2025

Job Posting

Library Assistant

Position: Library Assistant: Technical Services

Wage: \$14.50 per hour

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

Hours: 25-28 hours/week; with possible evening and weekend hours

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

Deadline: Until filled