

**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](mailto:dpierce@brightonlibrary.info)

**Deadline:** **Until filled**