



September 8, 2026

Farmington Community Library is proud to be a welcoming space for everyone in the Farmington and Farmington Hills community. Both FCL locations serve as public spaces for ideas, create collaboration between neighbors and businesses, and offer services that meet community needs. The library actively seeks individuals whose commitments and contributions will advance our mission to be a diverse and equitable organization. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team and reflect the community we serve.

POSITION: Aide (Part-time, Non-Exempt)

HOURS: 16-18 hours per week, including days, nights, and weekends on a flexible basis

LOCATION: FCL Farmington

JOB RESPONSIBILITIES:

Patron Services Aides may work at either FCL location and report to the Assistant Head of Patron Services at FCL Farmington or the Shelving Supervisor at FCL Farmington Hills.

- Shelves Library materials accurately and efficiently in their designated locations
- Retrieves returned materials from book drops, carts, and other designated collection areas
- Operates the automated materials handling system to process and sort returned Library materials
- Regularly shelf-reads assigned areas to ensure materials are accurately shelved and maintained in proper order
- Maintains neat and orderly public areas by collecting and reshelving materials, straightening furniture, replenishing displays, and performing other routine upkeep tasks
- Assists with processing and checking in newspapers and periodicals
- Assists with routine Circulation Desk duties as assigned, including answering and routing phone calls, checking materials in and out, renewing materials and library cards, and assisting with other basic Patron Services transactions; Refers complex account questions, service issues, and transactions requiring additional assistance to Patron Services staff
- Supports the curbside hold pickup service, including responding to patron phone calls and chats and delivering materials to patrons' vehicles
- Provides basic assistance to patrons with copiers and other Library equipment; Refers questions requiring additional assistance to appropriate staff

Farmington Community Library

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- Responds to basic directional and service questions and refers reference, technology, policy, account, and other questions outside the scope of the position to the appropriate staff member or service desk
- Performs light cleaning and other routine tasks to help maintain clean, orderly, and welcoming public and staff spaces
- Performs other duties and special assignments consistent with the responsibilities of the position and the operational needs of the Library

MINIMUM QUALIFICATIONS:

- Currently enrolled in high school or has a high school diploma/GED or higher
- Ability to work the minimum required number of hours per week, including a combination of daytime, evening, and weekend shifts
- Ability to meet the physical requirements of the position, with or without reasonable accommodation
- Ability to read, alphabetize, and arrange numbers in sequence
- Ability to use computers, email, and web-based applications to access workplace communications, complete electronic timecards, and perform routine tasks
- Ability to communicate with and provide basic assistance to the public

PREFERRED QUALIFICATIONS:

- Six months or more of paid or volunteer experience providing customer service or assistance to the public
- Experience working at a public-facing service point, such as a customer service desk, checkout counter, reception desk, circulation desk, or similar setting
- Experience shelving, stocking, filing, inventorying, or organizing materials according to an established system
- Paid or volunteer experience in a library

Physical Activity Requirements:

Medium work. Requires frequent standing, walking, bending, reaching, stooping, and repetitive movement associated with shelving and retrieving Library materials. Requires the ability to push and pull loaded book carts and other equipment, and to lift and carry materials weighing up to 50 pounds occasionally, up to 25 pounds frequently, and up to 10 pounds constantly.

SALARY: \$15.25 per hour

BENEFITS: Sick leave, paid holidays

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APPLICATION: Application, cover letter, and resume required

Position open until filled. Applications received by 5:00 P.M. on September 15, 2026 will receive priority consideration.

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