



## Library Aide, Circulation [Troy Public Library](#)

Posting Date  
September 12, 2018

Closing Date  
October 3, 2018

Starting at \$35,119 - \$43.899  
*Salary negotiable (within range) – based on qualifications*

Excellent medical, dental, and vision plans start day of hire  
Retirement plan includes 401a and Health Savings plans with employer contribution

The Troy Public Library is the hub of the vibrant, dynamic, and diverse City of Troy. The Library sees over 700,000 visitors per year and serves an educated and involved community.

### DUTIES

- Support the circulation area using computer hardware, software and the Polaris Integrated Library System.
- Assist patrons in person, on the phone and via e-mail.
- Train, direct, coordinate and assign work of part-time Library aides and Library assistants in the area.
- Assist with training and instruction of staff and patrons.
- Oversee MeLCat processes and procedures.
- Develop Circulation Training Manual.
- Prepare reports.
- Report to Circulation Supervisor.
- Perform related duties as required.

### REQUIREMENTS

- Library Technical Assistant certificate and/or two years college education. ***Must submit proof of educational attainment at time of application and official transcripts at time of interview.***
- Applicants with an equivalent combination of training and experience will be considered.
- Able to respond to patrons' requests courteously and tactfully and to convey concise and accurate explanations of policies and procedures.
- Ability to interact courteously and effectively with the public, library staff, library volunteers, and other City departments.
- Knowledge of library terminology, procedures and techniques.
- Be able to transport library materials from return bins to carts (lift up to 25 pounds and push up to 40 pounds).
- Proficient with Microsoft applications (Outlook, Word and Excel) and Internet applications.
- Must possess a valid Michigan driver license with a good driving record (based on City of Troy standards).
- As a condition of employment, the successful candidate must pass a background check and pre-employment physical.

### PREFERENCES

- Bachelor Degree in related field.
- Two years recent paid library experience and/or library circulation work experience and/or experience providing training and instruction.
- Knowledge of Polaris Library System software.
- Experience with maintaining files, creating document, forms and spreadsheets.
- Recent customer service experience.

### APPLY

Applications are available at [www.troymi.gov/jobopenings](http://www.troymi.gov/jobopenings) and can be sent to [apply@troymi.gov](mailto:apply@troymi.gov) or turned into the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084.

Your application is part of the review process; be sure it is complete. Attaching a resume is required, however, all information requested on the application form must be completed (*i.e. writing "see resume" is not sufficient*).