



City of Three Rivers

333 West Michigan Avenue • Three Rivers, Michigan 49093

Phone: 269.273.1075 • Fax: 269.273.3132

www.threeriversmi.org

JOB POSTING

Three Rivers Public Library-Part Time Cataloging Technician

The City of Three Rivers is seeking qualified applicants for a part-time Cataloging Technician position in the Three Rivers Public Library. Basic responsibilities include: processing materials for addition to the collection, preparing original cataloging for library materials, maintaining accurate and thorough records, providing monthly reports to the director, and all other duties as assigned.

Minimum requirements: High School Graduate or GED, valid MI driver's license, experience with Microsoft Office applications, experience with Word Press, excellent customer relations skills and computer literacy. Preferred: Prior work experience in a library, cataloging experience, strong computer and typing skills, and an associate degree.

This is a part-time, union position with a starting pay rate of \$15.00 per hour.

Work hours 27 hours/week: Monday 12:15 pm - 5:45 pm, Tuesday 2 pm - 7:30 pm, Wednesday 12:15 pm - 5:45 pm (12:30 pm – 6 pm meeting weeks), Thursday 12:15 pm - 5:45 pm, Fridays 12:30 pm - 5:30 pm.

Interested candidates should submit a letter of interest by 4:30 p.m. March 20, 2024 to Deputy Director of Finance/Administration, Leslie Wilson at Three Rivers City Hall, 333 W. Michigan Avenue, Three Rivers, MI 49093, M-F 8:00 a.m. – 4:30 p.m. ph. (269) 273-1075 x108 lwilson@threeriversmi.org fax (269) 273-3132.

EOE/AA/MF/H/V

City of Three Rivers
Equal Housing Opportunity
Equal Opportunity Employer

Posted **3/01/2024** at City Hall, PD, FD, Library, Finance, DPS