

Job Announcement

Rochester Hills Public Library Processing Assistant

Position: Processing Assistant (10-15 hours per week)

Departments: Cataloging & Circulation

Reports to: Jenny Doetsch (Cataloging Manager), Brittany Christofel (Circulation Manager)

Salary: \$14.13/hr

Benefits: Flexible work environment, professional development workshops and training. Optional benefits: monthly visits from therapy dogs, deferred compensation plan, flexible medical reimbursement plan, and/or dependent care.

Deadline for applications: March 16, 2026

Decision anticipated: March 31, 2026

Starting date: To be determined

Primary Job Duties:

- Unpack boxes received; check contents against packing slips
- Process library materials
- Perform specialized off-desk projects and responsibilities
- Perform related duties as required

Qualifications:

- High school diploma or equivalent
- Excellent communication skills, written and verbal, including telephone skills
- Ability to communicate effectively with coworkers in a fast-paced environment
- Dependable and flexible work habits
- Ability to use Google suite of productivity tools
- Demonstrated ability and/or experience working with Windows-based computers, in several software applications
- Ability to work independently and assume responsibility

Requirements of the role:

- **Physical:**
 - Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; picking up litter; spreading ice melt



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- **Mental:**
 - Is accurate
 - Able to maintain confidentiality of library records and administrative matters
 - Good time management: is prompt, flexible, works under short time constraints, and meets deadlines
 - Able to interact and work effectively with customers, supervisors, co-workers, and volunteers
 - Able to retain concentration and poise despite numerous interruptions

- **Environmental:**
 - Normal interior environment

- **Travel:**
 - <5% (attendance at local library workshops)

Application: Please fill out an employment application at <http://www.rhpl.org/jobs> and attach a cover letter and resume. If you have questions about the position, please direct them to:

Jenny Doetsch | Cataloging Manager
(248)-650-7172 | jenny.doetsch@rhpl.org



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