

June 8, 2026

The Farmington Community Library is proud to be a welcoming space for everyone. Both FCL locations serve as public spaces for ideas, collaboration, and services that meet the community's needs. The Library actively seeks individuals whose commitment and contributions will advance our mission to engage our diverse community through resources and experiences that celebrate ideas, inspire creativity, and enrich lives. 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: Technology Aide (Part-time, Non- exempt)

Hours: 15 hours per week, including days, nights, and weekends on a flexible basis

Location: FCL Farmington Hills

Responsibilities:

- Performs setup, configuration and monitoring tasks as directed on servers and workstations.
- Responds to IT tickets via Spiceworks, including troubleshooting of PC hardware; software problems and repairs; and setup of equipment.
- Assists in monitoring internal and external network performance including Wi-Fi.
- Assists with Auditorium equipment and printers.
- Provides direct patron technical support as needed.
- Other tasks as assigned.

Minimum Required Qualifications:

- Thorough knowledge of Windows 10 and Office 365 applications.
- Computer Lab or Library experience preferred.
- Hardware, software, network, printing, or AV experience preferred.
- Ability to communicate effectively, orally and in writing.
- Ability to work independently once training is complete.
- Ability to work as a member of the Technology Team.
- Strong problem-solving skills.
- Detail oriented.
- Positive service attitude and team-oriented approach.
- Ability to promote and maintain effective relationships with the public and other staff.
- Ability to understand and correctly interpret Library Policies and Procedures. Must have the ability to maintain confidentiality of private information in accordance with the Library Privacy Act



Preferred Qualifications:

- Previous library experience preferred
- Familiarity with Microsoft based products
- Customer service experience

Physical Activity Requirements:

- The ability to lift, push and/or pull up to 20 lbs., and push carts weighing up to 200 lbs.
- The ability to sit, stand and walk for long periods
- The ability to bend, reach, crouch, or stoop
- Sufficient vision, speech, and hearing, which will permit employee to successfully perform the functions of this position

Salary: \$15.00 per hour

Benefits: Vacation, sick leave, personal leave, and holidays; Defined Contribution Plan; Life insurance

Application: Application, resume, and cover letter due by Friday, July 17, 2026, at 5:00 PM
[Apply Here](#)

To: Farmington Community Library
Attn: Crystal Peterson – Executive Assistant
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Farmington Hills, Michigan 48334
Electronically to: Crystal.Peterson@farmlib.org