



**HIGHLAND TOWNSHIP PUBLIC LIBRARY
NOTICE OF POSITION OPENING**

Library Clerk to provide circulation desk services to library users of all ages; assist with collection maintenance

Position:

Library Circulation Clerk Part time, regular schedule of 15 hours/week: Mondays and alternating Fridays/Saturdays

Salary:

Starting wage \$10.51 per hour, scale up to \$13.30 per hour. Pro-rated holidays/vacation/sick time after one year

Job Goal:

Provide excellent customer service while assisting patrons at the circulation desk; provide support services for smooth functioning of the library in adherence with library policy and practice; promote the library through positive and effective public relations

Primary Job Duties:

Provide excellent customer service to the public in person and over the phone
Circulate (check out, renew, check in) library materials, using a computerized system
Provide general information to all library users, promote library services and programs
Handle cash transactions for overdue fines, photocopying, faxing and other fees
Library patron record and privacy management, incl. overdues notification and collection
Maintenance of records in bibliographic databases and processing of library materials
Assist with a variety of tasks including materials processing, holds shelf maintenance, periodicals check-in, answering telephone and routing calls, reshelving library materials, retrieve/sort mail and deliveries
Other related duties as assigned

Job Requirements:

High school graduate or equivalent
Able to provide pleasant, helpful, accurate public service to Library patrons of all ages
Able to communicate clearly & work well with others as a cooperative team member
Accuracy and attention to detail
Able to use computers and related technology efficiently
Able to follow directions, make sound decisions and exercise good judgment
Able to operate a standard cash register and other office equipment (computer, phone, copier, fax)
Respect for patron confidentiality essential as dictated by the Library Privacy Act
Flexibility in schedule a plus
To perform the essential job functions: lifting, carrying or pushing light to moderately heavy objects; ability to reach, stoop or bend to retrieve materials; walking, sitting or standing for extended periods of time

Apply To:

Submit resume and letter of interest to:
jude halloran, Director
Highland Township Public Library
444 Beach Farm Circle
Highland, MI 48356

Application Deadline:

Apply by 5 p.m., December 14, 2019 for first consideration.

Highland Township Public Library is a member of The Library Network and a shared automated library system. We are located ten miles east of the US-23 Hartland exit, twenty-five miles west of Pontiac, on the north side of M-59, east of Milford Road. The Highland Library is an equal opportunity employer. For further information please call 248-887-2218.