

NORTHVILLE DISTRICT LIBRARY EMPLOYMENT OPPORTUNITY

Position: Circulation Clerk
Starting Pay: \$12.26 - \$15.51/hour
Hours: 21 hours per week, includes evenings and weekends
Benefits: Prorated paid time off for vacation, sick, personal business and holidays

Responsibilities: Direct public service: provides positive, pleasant, professional service to the public at the Circulation desk; carries out procedures for checking materials in and out accurately; issues library cards according to library guidelines; handles money transactions; answers incoming calls and directs library visitors and callers to appropriate public service desks.

Indirect public service: assists with database maintenance; monitors incoming materials for damaged or missing pieces and takes appropriate action; sorts and distributes delivery items; assists with identifying and retrieving long overdue materials; special projects when requested.

Requirements: High school diploma, ability to learn quickly and work accurately, strong attention to detail, ability to communicate effectively on the telephone, ability to use time effectively, dependable, punctual, flexible, ability to apply commonsense understanding to carry out instructions, willingness to seek out assistance as needed in resolving conflicts or answering questions from library patrons, desire to serve the library public in a positive manner, ability to show concern for the feelings and views of others. Ability to sit, stand and walk for long periods of time and the ability to bend, reach, stoop or crouch. Ability to push carts full of library materials.

Please submit application and resume by May 4, 2016 to:

Carla Eggert
Administrative Assistant
Northville District Library
212 W. Cady
Northville, MI 48167

ceggert@northvillelibrary.org

The Northville District Library is an Equal Opportunity employer
This is a union position