



NORTHVILLE DISTRICT LIBRARY

JOB POSTING

The Northville District Library seeks an enthusiastic and customer service oriented candidate for a part-time position in the Library's Circulation Services Department.

Position: Circulation Clerk
21 Hours per week, including some weekends and evenings
This is a Union Position

Salary Range: \$15.97-\$19.69 based upon prior work experience

Benefits: Paid time off includes sick, vacation, holiday, and personal business time

Essential Duties Include:

- Answers incoming calls and directs library visitors and callers to appropriate public service desks
- Assists with database maintenance
- Carries out procedures for accurately checking library materials in and out of integrated library system
- Handles monetary transactions
- Issues library cards according to library policy
- Monitors incoming materials for damaged or missing pieces and takes appropriate action
- Processes interlibrary loan requests
- Provides positive, pleasant, and professional service to the public at the Circulation Desk
- Sorts and Distributes delivery items
- Works on special departmental projects
- Performs related duties as assigned

Required Qualifications:

- High school diploma
- Ability to adapt to change in the work environment
- Ability to learn quickly and accurately and follow instruction
- Ability to prioritize duties and tasks
- Ability to push carts of library books and other materials
- Ability to show concern for the feelings of others
- Ability to sit, stand, and walk for long periods of time and the ability to bend, reach, stoop, or crouch
- Demonstrate attention to detail
- Experience in working independently and as part of a team
- Have dependable and punctual attendance
- Have excellent interpersonal and communication skills
- Have a strong public service orientation
- Knowledge and proficiency in working with computers
- Possess critical thinking skills
- Willingness to seek out assistance as needed in answering questions from library patrons or resolving conflicts

Deadline for application: May 8, 2024

Please submit a resume, cover letter and application to:

Carla Eggert, Business Operations Specialist
Northville District Library
212 West Cady Street
Northville, MI 48167-1560

Email: ceggert@northvillelibrary.org

Application can be accessed at: https://northvillelibrary.org/?page_id=22288