



## NORTHVILLE DISTRICT LIBRARY

### **JOB POSTING**

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

**Position:** Technical Services Clerk  
20 Hours per week  
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:**

- Performs copy cataloging for library materials using MARC format, Library of Congress subject headings, Dewey Decimal classification system and other industry standards.
- Add items records to bibliographic holdings in the Library's online catalog.
- Prepares Gift Books for collection circulation.
- Performs data entry and assists with database maintenance.
- Create book club kits.
- Monitors departmental supplies.
- Assists with the physical processing of library materials as needed.
- Works on special departmental projects.
- Performs related duties as assigned.

#### **Required Qualifications:**

- High school diploma: some college education preferred.
- Ability to adapt to change in the work environment.
- Ability to learn quickly and accurately and follow instruction.
- Ability to prioritize duties and tasks and effectively manage time.
- Ability to push carts of library books and other materials weighing up to thirty pounds.

**Required Qualifications Continued:**

- Ability to show concern for the feelings of others.
- Ability to sit, stand, and walk for extended 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 excellent interpersonal and communication skills.
- Have a strong public service orientation.
- Knowledge and proficiency in working with MS Office.
- Possess critical thinking skills.
- Willingness to learn processes and to seek out assistance as needed.

**Preferred Qualifications:** Previous copy cataloging or library work experience.

**Deadline for application:** October 25, 2024

Please submit a resume, cover letter and application to:

Maureen Simari  
Head of Technical Services  
Northville District Library  
212 West Cady Street  
Northville, MI 48167-1560

Email: [msimari@northvillelibrary.org](mailto:msimari@northvillelibrary.org)

Application can be accessed at: [https://northvillelibrary.org/?page\\_id=22288](https://northvillelibrary.org/?page_id=22288)