



## 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 22.5 hours/week: Monday & Tuesday mornings, Thursday evenings, and alternating Fridays/Saturdays

**Salary:**

Starting wage \$10.12 per hour, scale up to \$12.80 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., August 18, 2018 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.