



Position: Support Services Clerk II, Full Time

Job Duties:

- Assists in supervising the Support Services Department and staff in the absence of the Department Head; assists with hiring, training, scheduling and timecards.
- Performs acquisitions duties, cataloging, MARC record maintenance and materials processing as assigned.
- Assists in developing policies and procedures; assists staff with problem solving.
- Responsible for the overall orderliness of the Library's collections and display areas; coordinates the shelving of all items.
- Performs duties related to all customer relations for check out and return of materials, holds, requests, inter-loan, homebound/outreach, delivery, shelving of materials, maintenance of patron database and tracking of overdue materials.
- Supervises the opening and closing procedures for the Support Services Department.
- Registers cash and credit card transactions.
- Maintains and compiles statistics required for Library Board and other reports.
- Assists Library patrons.
- Staffs Welcome desk; processes mail; makes public address announcements as needed.
- Sorts and loads carts for shelving; troubleshoots and maintains operations of the AST System.
- Monitors and posts information on public bulletin boards.
- Adapts and responds to multiple priorities, interruptions and demands, and resolve problem situations in a positive manner.
- Works positively and collaboratively across departments to accomplish department goals.
- Seeks professional continuing education, both organized and casual, with an air towards keeping services current and appropriate for the patrons.
- Represents the Library in various consortium and statewide activities.
- Communicates effectively with patrons, co-workers, and professional colleagues.
- Performs other duties as assigned.

Job Requirements:

- High school diploma or equivalent; Associates Degree preferred.
- One year supervisory experience required.
- Knowledge of alphabetical, numerical and decimal systems of arrangement.
- Enthusiastic, friendly and approachable.
- Strong obligation to confidentiality.
- Strong organizational skills and attention to detail.
- Knowledge of Internet and computer related technology.
- Strong verbal, written, and interpersonal communication skills.
- Physical mobility, vision, hearing, and manual dexterity essential.
- Maintain physical condition necessary for sitting, standing, bending, and /or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 500 pounds; operating assigned equipment; picking up litter; spreading ice melt.
- Evening, weekend, and some holiday hours are required.

Hours: 40 hours per week

- Monday – Thursday, 8:30 a.m. – 5 p.m.
- Friday/Saturday (alternating), 9:30 a.m. – 6 p.m.

Salary: \$26,485.00 annually

Benefits:

- Vacation, personal business, and sick time
- Health, vision, dental, and life insurance
- Retirement plan

Application:

- Resume, cover letter and application required
- Available at www.novilibrary.org/library_employment.htm
- Send to: Marcia Dominick, Administrative Assistant
Novi Public Library
45255 W. Ten Mile Rd.
Novi, MI 48375
- E-mail: mdominick@novilibrary.org

Deadline: Monday, July 6, 2015, at 5 p.m.