



Position: Support Services Clerk, Part-time

Job Duties:

- Performs all duties assigned in the ILS Modules accurately and efficiently; problem solves patron and catalog issues
- Welcomes patrons, provides directions; makes public address announcements as needed
- Answers main phone; directs calls as needed; aids patrons
- Performs workroom duties and other tasks as assigned, including shelf reading, processing holds, returns and other materials from delivery, materials processing and maintenance
- Prepares and delivers materials to various senior and homebound facilities utilizing the Library vehicle; loads, unloads materials from carts

Job Requirements:

- High school diploma or equivalent
- One year of library experience, especially in Technical Services, preferred
- Ability to take direction willingly
- Knowledge of alphabetical, numerical and decimal system 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: 19 hours per week

- Monday, 8:30 a.m.-1 p.m.
- Tuesday, 8:30 a.m.-1 p.m.
- Wednesday, 8:30 a.m.-2 p.m.
- Friday, 9:30 a.m.-2 p.m.

Salary: \$10.52 per hour

Benefits: None

Application:

- Resume, cover letter and application required
- Available at www.novilibrary.org/libraryemployment.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, August 3, 2015, 5 p.m.