



Northville District Library

248.349.3020

The Northville District Library is seeking an enthusiastic and hardworking individual for a part-time position to carry out a variety of clerical tasks in support of Library services.

Position: **Technical Services Clerk, Part-time**
20 Hours per week, during business hours

Duties Include: Works with Library's automated catalog to link items to records in the shared library catalog. Requests cataloging from TLN bibliographic services for items not in shared catalog. Removes item records and prepares materials for withdrawal. Handles incoming boxes of orders. Performs other database maintenance duties. Reports to Head of Technical Services.

Requirements: High school diploma required.
Associates or Bachelor's Degree preferred.
Strong communication and interpersonal skills
Ability to excel with detail-oriented work.
Comfortable with learning new processes
Strong commitment to customer service
Ability to lift, push, and pull objects weighing up to 40 lbs. required.
Ability to use MS Office preferred.
Public library experience preferred.

Salary Range: \$12.51 – 15.82/per hour
Paid time-off benefits include pro-rated vacation and sick leave, personal business days and holidays. This is a Union position.

Deadline
for application: Tues. May 30, 2017

Submit Application
with Resume to: Carla Eggert, Administrative Assistant
Northville District Library
212 West Cady Street
Northville, Michigan 48167-1560