



**Salem-South Lyon
District Library**
Imagine the Possibilities

POSITION AVAILABLE

06/30/2017

Information Desk Clerk with Early Literacy Specialty

Pay Range: \$9.48-\$15.17

Hours: Part-time, 10-15 including some evenings, Saturday and Sunday hours

Benefits: None

Reports to: Head of Youth Services

The Salem-South Lyon District Library is seeking an addition to our Literacy Team to provide engaging and friendly service at the public desks, contribute to literacy-based programming and represent us at offsite events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Contributes to youth programming and collection development.
- Works regular shifts on public service desks, providing ready reference services readers' advisory services, provides the best possible service to our patrons of all ages.
- Monitors the appearance of the public areas during assigned shifts, and performs opening and closing procedures for the public desks at assigned locations.
- Assists users in gaining access to computing resources and resolving basic library hardware, software and/or printing problems, and assist customers who need copier, scanner and fax services.
- Performs a variety of tasks, which may include pulling library materials and/or preparing and executing programs and displays.
- Serves on work groups and attends meetings as assigned.

QUALIFICATIONS include:

- Specialty in Early Literacy.
- Bachelor's Degree; or an existing IDC designation; or 12 or more months of related experience and/or training; or equivalent combination of education and experience.
- Strong commitment to excellent public service; helpful, friendly, energetic, and adaptable.
- Ability to communicate effectively with a diverse public executing both verbal and non-verbal communication skills.
- Commitment to acknowledging and welcoming each Library patron utilizing SSLDL facilities as well as attending SSLDL events.
- Experience with and comfort in using and troubleshooting computers, printers and photocopiers as well as a basic knowledge of Microsoft Office and Windows protocol.

- Ability to work standing up for extended periods as well as move around as necessary while transitioning efficiently between tasks with continued attention to detail.
- Ability to work effectively both independently and within a team without direct supervision.
- Interpersonal and judgment skills necessary to work effectively with Library users, staff and visitors.
- Ability to complete detailed work accurately.
- Maintain a prompt and reliable attendance record.
- Winning attitude: positive, upbeat, focused.
- Successful experience working in a library or other public service/retail organization.
- Strong computer skills including knowledge of Microsoft Word, Excel and Google Apps.
- Experience using the Sirsi/Dynix Workflows/ Enterprise online circulation system.
- Understanding of the public library's many purposes including circulating materials and providing a variety of experiences to Library users.
- Knowledge and enthusiasm about the features of the library's collections.
- Experience and desire to work with Library users of all ages.
- Ability to multi-task and work under pressure.
- Work experience in serving the public.

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements.

APPLY TO: Qualified applicants should submit a resume, application, and responses to the questions below. Applications are available at ssldl.info/about/library-employment.

1. How do you personally learn about library trends and new technologies?
2. Describe your best mentor or supervisor—what did you learn from that person?
3. Knowing the community you serve is very important for collection development, program planning, and determining which services to offer. How do you plan to get to know the community this library serves?

Deadline for submissions: 5 PM July 10, 2017

Interviews anticipated: Week of July 10, 2017

Decision anticipated by: July 18, 2017

Starting date: ASAP

Salem-South Lyon District Library

9800 Pontiac Trail, South Lyon, MI 48178

Attention: Donna Olson, Library Director

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THE SALEM-SOUTH LYON DISTRICT LIBRARY IS AN "AT WILL," EQUAL OPPORTUNITY EMPLOYER.