



OTSEGO DISTRICT
PUBLIC LIBRARY

401 Dix Street • Otsego, MI 49078 • P (269)694-9690 • F (269) 694-9129

www.otsegoLibrary.org

JOB POSTING: LIBRARY CLERK

Hourly: Average 12 hrs/wk, \$10/hr

Vacation, Holiday, and Sick Pay as per the Otsego District Library Employee Handbook

STARTING SCHEDULE:

*May be subject to change

- Mondays 2:45-8:15 PM
- Tuesdays 2:45-8:15 PM
- Every fifth Saturday 8:30-3

Additional hours may be available occasionally during Summer Reading Program and other busy times of year, or as needed for subbing.

This position is supervised by the Library Director & Assistant Library Director

POSITION POSTING: September 18- October 9 at 5 PM.

INTERVIEWS will be held in late October.

HOW TO APPLY:

Email your Resume, Cover Letter and Application together as a **single PDF** file to:

Library Director Andrea Estelle, aestelle@otsegoLibrary.org.

Application can be found on library's website, www.otsegoLibrary.org.

Paper submissions, electronic submissions in formats other than a single PDF, and late submissions will not be accepted.

Job Description found on back of page.

Thank you for your interest in employment at Otsego District Library!



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JOB DESCRIPTION: LIBRARY CLERK

Duties and Responsibilities:

- Assists in processing and pre-processing of library materials
- Checks in materials
- Assists with weeding and deleting items
- Assists with reserves and interlibrary loan
- Waits on patrons at the circulation/reference desk, answers telephone
- Provides tech help for library's digital collection (Overdrive, Hoopla, Ancestry, etc.)
- Assists patrons with basic computer help on the patron computers
- Supervises library pages
- Assists with library programs occasionally

Tasks:

- Evaluates condition of materials upon check-in
- Answers patron questions in person and on the telephone
- Maintains professional behavior appropriate to a public setting
- Maintains library confidentiality regarding patron records
- Other duties as assigned

Necessary skills and abilities:

- High school diploma required, college experience is highly desirable
- Previous library experience is highly preferred
- This position requires a friendly and helpful personality
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to interact appropriately with the public
- Ability to perform repetitive tasks accurately and efficiently
- Ability to operate a cash register, copy machine, fax machine, and laminator
- Ability to work independently and establish effective priorities
- Basic computer skills necessary: Windows operating system, Microsoft Office, ability to learn library software, ability to navigate and copy/paste from the internet, email, and assist patrons with basic internet use