White Lake Township Library

Job Description

Circulation Services

Part Time Circulation Clerk

Hours: Regular assigned hours per week including evening and Saturday hours, 12-16 hours per week

plus the opportunity for substitute hours

Pay Rate: $10.50/hour

Qualifications:

* Ability to provide superior customer service to library users of all ages
* High school diploma required; college coursework preferred
* Library work experience preferred
* Ability to initiate friendly, pleasant, and positive interactions with library users of all ages
* Knowledge of computer-related technology
* Ability to work cooperatively with library staff in a team environment
* Ability to follow directions effectively
* Ability to produce neat, accurate and timely work within an established timeframe
* Excellent written and oral communication skills, including telephone
* Ability to operate a standard cash register and other standard office equipment
* Must be able to lift, push, and/or maneuver full book carts and book bins of 25 pounds as well as be able to stand, stoop, sit, and reach.

Responsibilities:

* Understands that we are stewards of the taxpayers and so must provide prompt, attentive, and friendly customer service in person, by phone, or electronically
* Handle cash transactions for library fees, copying, and other fees
* Actively promote library services and programs
* Lead or assist with circulation tasks in assigned areas including working as part of a team to complete work in a timely manner and produce quality work
* Assist with shelving of materials, as needed
* Perform other duties and responsibilities as assigned
* Substitute as needed

Reports to the Circulation Supervisor

Required application available on our website at [whitelakelibrary.org](http://www.whitelakelibrary.org) or in the Library

Send or email application to: Kim Sharp, Circulation Supervisor

White Lake Township Library

7527 E. Highland Road

White Lake, MI 48383

[ksharp@whitelakelibrary.org](mailto:ksharp@whitelakelibrary.org)

Deadline: October 13, 2018

White Lake Township Library is an equal opportunity employer.