

Wayne Public Library



Employment Opportunity

Position: Circulation Clerk

Hours: 5-15 hours per week, including evenings and weekends

Location: Wayne Public Library, 3737 S. Wayne Rd., Wayne, MI 48184

Responsibilities:

- Check materials in and out to patrons
- Handle fines, payments, and receipts
- Process returned materials, holds, and other materials from the TLN delivery
- Follow procedures for dealing with missing and damaged books
- Search and maintain patron records, ensuring accuracy and privacy
- Issue library cards
- Welcome patrons and provide directions
- Answer the main phone and direct calls as needed
- Sort library materials and help shelve as needed
- Open and close library building
- Assist with special projects
- Other duties as assigned

Requirements:

- High school diploma
- Experience working in a customer service role
- Experience working with computers
- Strong organizational skills and attention to detail
- Strong interpersonal, communication, and technology skills
- Enthusiasm and commitment to excellent public service
- Ability to lift and/or carry objects weighing up to 20 pounds
- Physical mobility, vision, hearing, and manual dexterity

Wage: Starting at \$10.75/hr

To apply: Submit a cover letter, resume, application, and three professional references to:
City of Wayne
Personnel Department
3355 S. Wayne Rd.
Wayne, MI 48184
Applications are available at <http://www.ci.wayne.mi.us/pdfs/employapp.pdf>
Completed applications are due by Wednesday, February 12, 2020.

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