

# Wayne Public Library



## Employment Opportunity

**Position:** Circulation Clerk

**Hours:** approximately 21-27 hours per week, including some 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, June 2, 2021.

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