**JOB POSTING**

**Circulation Clerk, Part Time**

**Starting Salary:** $12.00 /hr.

**Hours:** About 15 hrs. /week

**Posted:** Monday, August 2nd

**Deadline:** 11:59 PM on Sunday, August 15th

The Belleville Area District Library strives to be the heart of our community. We are a Class V Library, serving a diverse population of 42,000 in Belleville, Van Buren Township, and Sumpter Township. Our staff is highly collaborative and endeavors to provide the public with superior customer service.

Last year, we opened a brand new 31,000 square foot main building in downtown Belleville and a small satellite media center in Sumpter Township. With new equipment and new facilities, we’re looking for an enthusiastic, kind individual to help us with our circulation desk. A strong personal philosophy of public service is essential, as are excellent communication skills. Library experience and technology skills are plusses!

**Responsibilities:**

* Checks library materials in and out.
* Provides positive, pleasant, and professional service at public service points.
* Assists patrons with self-service technology, including printing, scanning, faxing, and self-checkout.
* Answers the phone and assists with patron questions in a kind and professional manner.
* Searches databases for patrons, materials, and more.
* Searches for and collects library materials for holds and special projects.
* Collects payments for copies, faxes, Friends merchandise, and more.
* Maintains library records, when necessary.
* Performs other duties as assigned.

**Qualifications:**

* High school diploma, some college desired; or equivalent experience.
* Library experience preferred.
* Computer experience required. Must be comfortable learning new technology.
* Must be detail-oriented and organized.
* Must enjoy working with the public and have a strong public service orientation.
* Must have effective communication skills.
* Works well individually and in team settings.
* Must be self-motivated, industrious, and mature.
* Ability to handle sensitive and secure information in an appropriate and secure manner.
* Must be able to stoop, bend, reach, walk, stand, and lift up to 20 pounds.

**To Apply:** Application can be found at [www.belleville.lib.mi.us/about-us/employment/](http://www.belleville.lib.mi.us/about-us/employment/)

Submit resume and Belleville Area District Library employment application to Lindsay Lore, Head of Circulation Services, at llore@belleville.lib.mi.us.