

Lyon Township Public Library
Job posting: Part-time Library Clerk
August 17, 2022

Hours: Day, evening and weekend shifts. Approximately 20-29 hours a week
Current work schedule will be:
Monday 3 pm – 9 pm
Tuesday & Thursday 11 am – 6 pm

Rotating weekends (Saturday & Sunday)

Pay: \$13/hour

Starting date: September 6, 2022

The Lyon Township Public Library is searching for a new Library Clerk to join our team! Library Clerks are our front line staff, working primarily at our front information desk serving our library patrons during open hours.

Essential Job Functions

Performs variety of library duties including but not limited to:

- Works at circulation desk, checking materials in and out, processing financial transactions, and registering library borrowers using an automated library system.
- Answers library telephone, assisting borrowers with circulation related needs.
- Shelf books, empty book drop box.
- May be assigned to interlibrary loan, cataloging requests or technical service area as needed.
- Assisting patrons signing up for use of community center.
- Assisting patrons with computer, printers and photocopy machine.

Job Requirements

Required knowledge, skills, abilities and minimum qualifications:

- Excellent customer service
- High school diploma or equivalent
- Ability to take direction willingly and easily adaptable to change.
- Positive, friendly and a sense of humor.
- Ability to serve library patrons efficiently and effectively.
- Proficient with computers, internet browsers, and MS Office.
- Ability to communicate accurately, clearly and concisely in written and verbal formats.
- Ability to lift materials up to 50 pounds; sit and/or stand for extended periods of time, push or pull wheeled carts, use a telephone,
- Enjoy working with the public.

<p>Please fill out an online application at: https://tinyurl.com/573vw8kc You may also send a resume and references to hteasdle@ltpl.org.</p>
