

ADRIAN DISTRICT LIBRARY

JOB POSTING

PART-TIME LIBRARY CLERK

The Adrian District Library is currently accepting applications for the position of Library Clerk. Candidates must possess strong communication skills, the ability to work with the public in a professional manner, and working knowledge of computers and software, specifically Microsoft Office. Position is responsible for assisting the public with daily computer operations and library services for both adults and youth. Previous library experience is preferred; working with children in an educational setting is desirable. Bilingual (English/Spanish) is highly desirable.

Successful candidates must have the ability to multi-task, show attention to detail, and remain standing for extended periods. Some lifting is necessary. City residency is preferred.

Position is 20 hours per week, including some evening hours and every other Saturday. High school diploma required. Pay rate is \$10.92 per hour. Applications are available on the City of Adrian website at <http://adriancity.com/wp-content/uploads/FORM-Application-for-Employment-FULL-TIME.pdf> or at Adrian City Hall, 2nd Floor. Please submit your application to Human Resources Director Heather Lasky at hlasky@adrianmi.gov or in person to Adrian City Hall, 135 E. Maumee St., Adrian, MI 49221. Applications will be accepted through Wednesday, October 25, 2017. Please include resume. EOE.

