



Part-time Public Services Clerk - Coldwater Branch

WORK SCHEDULE

Part-time, 21 hours per week, including some evenings (until 8pm) some Saturday hours (9am-3pm) and Sunday hours (1pm - 5pm). Must have a flexible schedule.

PAY RATE

\$10.91 – 13.95 per hour

JOB SUMMARY

Public Services Clerks have a broad range of duties and responsibilities. Their primary responsibility is to provide required service to the public at the Public Services Desk; clerk will be based at the Coldwater Branch but will be available to work in a different branch. In addition, after a suitable training period has been completed, each clerk may be assigned one or more specific specialized jobs for which the employee will be responsible. This clerk will work under the supervision of the Branch Manager.

REQUIREMENTS

High School Diploma. Commitment to customer service excellence. Excellent oral and written communication skills. Must be comfortable with computer technology and have an understanding of its potential in providing high quality library services. Ability to organize multiple assignments and work independently.

Additionally, to perform the essential functions of the position, an individual may be required to maintain a physical condition necessary for sitting, walking, and/or standing for long periods of time; lifting or carrying light to moderately heavy objects; operating assigned equipment, including computers.

PREFERRED QUALIFICATIONS

Some college is preferred. Experience working with children, teens, and adults. Experience working in a public library setting. Bilingual in Spanish or Arabic is a plus.

APPLY

[Apply online](#) AND send resume with cover letter in PDF or Word format, along with contact information for three professional references to: Gina Horn, Administrative Assistant, at HornG@BranchDistrictLibrary.org.

DEADLINE

Applications will be accepted until the position is filled. Preference will be given to application received prior to 5:00 PM on Friday, June 2, 2017.

PLEASE NOTE:

All candidates will be notified of our decision by mail or phone within 3-4 weeks after the deadline date. We ask that no inquiries be made about the status of your application during this period.