

**BLAIR MEMORIAL LIBRARY (CLAWSON)
PART-TIME LIBRARY MONITOR / CLERK
JOB DESCRIPTION**

GENERAL STATEMENT OF DUTIES: The effective Library Monitor will assure a safe, pleasant and inviting environment for library users and employees. The Monitor is responsible for enforcing the Library Policy for public behavior in the library building and on library grounds.

QUALIFICATIONS FOR EMPLOYMENT:

- Flexible schedule
- Ability to understand and effectively communicate library policies
- Ability to work independently
- High School diploma or GED
- While firm when needed, the ability to work efficiently and pleasantly with the public
- A strong customer service ethic
- Ability to stand and walk for extended periods of time; and move/shelve heavy books, to lift and carry up to 25 lbs., and ability to bend and/or stoop repeatedly

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Greet the public pleasantly
- Know and understand the Library Behavior Policy
- Ability to communicate effectively with a diverse public
- Observe behavior in Library building and on Library grounds
- Routinely visually check all areas of the Library, including public rest rooms
- Remind patrons of Library Behavior Policy; intercede when behavior is in violation of the policy
- Write logs and report incidents and contact police if necessary
- Effectively communicate with Library Director and Youth Services Librarian about behavior situations
- Respond to Library staff requests for assistance
- Other duties as assigned, such as circulation desk and shelving needs

HOURS: Approximately 12 hours (Monday – Thursday afternoons; September – June)

Deadline: Until Filled

Please email resumes to jgannod@tln.lib.mi.us or mail to:

Jennifer Gannod, Director
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