

Flat Rock Public Library
25200 Gibraltar Road
Flat Rock, MI 48105
Phone: 734-782-2430
Fax: 734-789-8265
www.frlib.org
www.facebook.com/flatrockpubliclibrary

The Flat Rock Public Library is a smoke-free facility that currently serves approximately 9,878 residents of the City of Flat Rock and approximately 3,289 residents of the City of Rockwood (2010 U.S. Census). We are a busy place with many youth and family programs and are fortunate to have such wonderful community support in all areas. We are nicely situated in front of the Flat Rock Historical Area Buildings, next to a beautiful city park, and just across the park from the Municipal Building, which houses all City of Flat Rock services.

JOB TITLE: Library Clerk

JOB CLASSIFICATION: Part-Time; No Benefits

SALARY RANGE: \$8.50/hour (will increase to \$8.90/hour on 1/1/17)

HOURS: 4 – 17 hours/week —including nights and Saturdays; occasional substitute hours as needed

JOB DUTIES:

The library clerk is under the general supervision of the Head of Circulation and Library Director and is responsible for providing professional service, particularly at the front desk, by performing advanced clerical, public service, technical service, and interlibrary loan works, to best service library patrons directly and indirectly. This includes:

- Performing circulation desk procedures, such as checking-in and checking-out materials, registering patrons, collecting fines, and answering the telephone
- Answering directional questions and referring patrons to appropriate personnel
- Checking in deliveries of interlibrary loan and request materials
- Using discretion when handling inquiries that are confidential or sensitive in nature
- Following and enforcing all library rules, policies and procedures, and patron privacy laws.
- Other duties as assigned

QUALIFICATIONS:

Flat Rock Public Library provides “reasonable accommodations” to qualified individuals with disabilities, in accordance with the Americans With Disabilities Act and applicable state and local laws.

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Candidates should be enthusiastic and energetic with a desire to provide excellent service to patrons of all ages. Candidates should be flexible, approachable, and comfortable with a broad range of technologies. Applicants must have:

- High School Diploma or GED
- Flexible schedule with evening and weekend availability
- Ability to effectively communicate ideas and information both in written and oral form
- Ability to work independently as well as on a team
- Ability to understand library policies and procedures and apply them to library operations
- Ability to use computer software and manage computerized files including library automation system (WorkFlows)
- Ability to meet, communicate with, and deal with staff and public effectively and in a professional manner at all times
- Proficient computer literacy skills
- Ability to alphabetize, shelf-read, and shelf materials
- Maintain a working knowledge of English grammar and spelling
- Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator, and advanced calculations with a calculator
- (*preferred*) Minimum of a year of relevant library experience
- (*preferred*) Familiarity with WorkFlows

TO APPLY:

Email a cover letter, resume, the attached application, and two (2) references to:

Rachel Lee, Library Director

Flat Rock Public Library

director@frlib.org

APPLICATION DEADLINE: Ongoing

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