



Garden City Public Library
31735 Maplewood St.
Garden City, MI 48135

JOB ANNOUNCEMENT

- Job Title:** Circulation Clerk – part time
- Hours:** Up to twelve (12) hours per week, including Saturdays and evenings.
- Duties Include:** Circulation Clerk is responsible for issuing and updating library cards; checking materials in and out; assisting patrons with computers, catalog, fax, and copy machine; handling Library money; preparing materials for circulation; maintaining orderly shelves; sorting and shelving items; pull requested books and maintain Hold shelves; and other duties as assigned.
- Qualifications:** **Essential:** Must have completed at least a 9th grade education; effective oral and written communication skill; intermediate or higher skill level with computers and the Internet.
- Physical:** Able to lift, push, and/or pull at least 20 pounds; able to visually review materials and discern voice and audible tones. The type of physical demands of this job include: stooping, kneeling, crouching, and reaching overhead and horizontally.
- Desired:** One or more years of library experience.
- Wage:** Minimum Wage
- To Apply:** Submit application to
- Human Resources Department
City of Garden City
6000 Middlebelt Rd
Garden City, MI 48135**
- or via email to: marthag@gardencitymi.org
- Deadline:** Until filled

Garden City Public Library is an equal opportunity employer.