

# **HAZEL PARK DISTRICT LIBRARY**

## **POSITION: PART-TIME CIRCULATION CLERK**

### POSITION SUMMARY:

We are seeking an outgoing and personable part-time Circulation Clerk to join our team. Under the direct supervision of the Circulation Supervisor, the Circulation Clerk will perform circulation desk duties, including (but not limited to) greeting patrons, checking in and out Library materials, registering new patrons, processing materials and collecting fines.

### REQUIRED QUALIFICATIONS AND SKILLS:

- Completion of a high school diploma or equivalent.
- Ability to treat the public with courtesy, professionalism and tact.
- Ability to exercise initiative and independent judgment without close supervision.
- Ability to maintain discretion in handling confidential library matters.
- Familiarity with Microsoft Office applications, common office equipment and cash register.
- Efficient and accurate data entry.
- Ability to work effectively with a diverse public; including children and teenagers.
- Punctuality and dependability.

### PREFERRED QUALIFICATIONS

- Prior experience in a public library or comparable customer service experience.
- Knowledge of library operations and services, including an understanding of and adherence to the privacy rights of patrons.

### ESSENTIAL FUNCTIONS

- Sufficient physical agility to stand, walk, bend, stoop, reach, sit, lift up to 40 lbs., and push carts weighing up to 200 lbs.
- Manual dexterity and visual acuity sufficient to grab, hold, and shelve materials and read small print on labels.
- Sufficient clarity of speech and hearing which permits the employee to communicate in writing and verbally.
- Ability to work effectively under stressful conditions in a fast-paced environment.

**HOURS:** 8+ hours per week; Must be available to work some evening and Saturday hours.

**SALARY:** \$12 per hour.

**APPLICATIONS:** Applications may be obtained from the Library. Please send a completed application and a current resume to:

Corrine Stocker, Library Director  
Hazel Park District Library  
123 E. 9 Mile Road  
Hazel Park, MI 48030

**DEADLINE:** Position is currently available and will remain open until filled.

*The Hazel Park District Library is an equal opportunity employer.*