

# Milford Public Library

330 Family Drive

Milford, MI 48381

p: 248.684.0845 f: 248.684.2923

## EMPLOYMENT OPPORTUNITY CIRCULATION CLERK

- POSITION:** Circulation Clerk  
Part Time (14-18 hours per week)  
Includes day, evening and weekend hours
- DUTIES:** Provide circulation, directional, and telephone assistance  
for library patrons of all ages  
May provide support for technical services (database  
maintenance, interlibrary loan, materials  
processing)
- QUALIFICATIONS:** Computer skills required  
High school diploma  
Enthusiastic, positive public service orientation  
Excellent communication skills
- SALARY RANGE:** \$9.55 - \$10.00 per hour
- DEADLINE:** April 30, 2018 or until filled
- APPLICATION:** Send resume & application (available at  
[www.milfordlibrary.info](http://www.milfordlibrary.info)) to:  
  
Dawn Chlebo, Circulation Services Coordinator  
Milford Public Library  
330 Family Drive  
Milford, Michigan 48381  
[dchlebo@milfordlibrary.info](mailto:dchlebo@milfordlibrary.info)

The Milford Public Library is an equal opportunity employer.

*"... the first step on your path to enrichment - bringing the world to you..."*