

Plymouth District Library – Job Posting

<http://plymouthlibrary.org>

OUR LIBRARY:

The library's mission is to connect, enrich, and improve lives through information, services, and spaces. Our core values include access, literacy, community destination, and personalized service.

The Plymouth District Library is located in beautiful downtown Plymouth, MI in northwestern Wayne County. We serve the residents of the city of Plymouth and Plymouth Township, as well as the patrons of 75 Detroit-area libraries through a reciprocal borrowing agreement facilitated by The Library Network. Our busy library hosted more than 370,000 visits in 2017. They came to enjoy library programming, borrow more than 800,000 books and other materials, use our technology, and other library activities.

TITLE:

Circulation Clerk - Part-time 12hrs/per week

Schedule:

Tuesdays: 9:00am to 1:00pm, Wednesdays: 1:00pm to 5:00pm

Alternating Fridays/Saturdays

Fridays: 2:00pm to 6:00pm, Saturdays: 1:00pm to 5:00pm

Sundays: 11:30am to 5:00pm (one Sunday a quarter, at time and a half)

SALARY:

\$12.57/ per hour, pro-rated vacation and sick time, holiday pay.

REPORTS TO:

Circulation/Clerk Supervisor

DESCRIPTION:

This position performs direct service to patrons at the circulation desk. Performs a wide variety of routine and occasionally complex clerical and computer work.

DUTIES:

Work at the front circulation desk providing patron services. This includes charge, discharge, renewal of library materials and receiving fines and fees.

Ability to maintain confidentiality and patron privacy.

REQUIREMENTS:

High School diploma or equivalent.

Computer experience, attention to detail and strong public service attitude.

COVER LETTER AND RESUME TO:

Robyn Lowenstein

humanresources@plymouthlibrary.org

Plymouth District Library

223 S. Main Street

Plymouth, MI 48170-1687

DEADLINE:

08/24/2018 by 4:00pm

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the library. The Plymouth District Library does not discriminate in its employment on the basis of race, color, religion, national origin, citizenship, sex, age, height, weight, marital status, veteran status or disability. We provide reasonable accommodation for qualified individuals with a disability if requested.