

**WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POSITION AVAILABLE
MAIN LIBRARY**

POSITION: Part-time Circulation Clerk at the Main Library
(20 hours per week)

**Circulation Department Includes evening and
weekend hours**

RESPONSIBILITIES: Provides a variety of public service, technical and clerical duties related to the circulation of library materials.

QUALIFICATIONS: High school diploma or equivalent; public service and retail experience; ability to deal effectively with the public in a tactful, courteous manner; demonstrated ability to use computer technology, preferably within a Windows environment. See additional desired qualifications in the full job description.

See: <http://www.westbloomfieldlibrary.org/aboutus/employment.php>
For the complete job description including qualifications and the application form.

SALARY RANGE: \$ 11.80 per hour

BENEFITS: Voluntary deferred compensation plan; paid vacation, holiday and sick leave.

DEADLINE: January 19, 2018

APPLICATION: Cover letter, resume, online application form and the names of three professional work-related references to:

**Human Resources
West Bloomfield Township Public Library
4600 Walnut Lake Rd.
West Bloomfield, MI 48323**