

CIDL

CLARKSTON INDEPENDENCE
DISTRICT LIBRARY

Innovate. Enrich. Educate.

t 248.625.2212

f 248.625.8852

6495 Clarkston Road
Clarkston, MI 48346

Part-time Substitute Circulation Clerk

Hours: 5–27.5 per week based on need

Salary: \$10.00–\$11.00 per hour depending on qualifications and experience

Primary job duties:

Duties include, but are not limited to:

- Work on an “on-call, as needed” basis.
- Greet and direct library patrons
- Understand and follow library policies and procedures
- Assist patrons with circulation needs in person and over the phone
- Check out, discharge and renew library materials
- Register patrons for library cards, issue and renew cards
- Update patron accounts regarding expiration dates, fines etc.
- Collect fines and fees and operate cash register
- Answer patron questions and solve problems regarding circulation of library materials
- Assist patrons with copier and coin operated fee collection
- Empty book drop
- Check in library materials and sort materials onto carts
- Handle interlibrary loan and hold materials
- Maintain discretion in accordance with Michigan’s Library Privacy Act
- Assist with opening/closing procedures

Qualifications:

- Professional and enthusiastic attitude towards providing public library service to patrons
- Ability to use computer work station
- Strong oral communication skills
- Ability to establish and maintain effective working relationships
- Ability to count money and make change
- Good alphabetical and numerical filing skills
- Knowledge of Dewey Decimal System
- Able to stand for extended periods of time
- Able to push loaded book carts
- Able to bend, stoop and lift
- Must be detail-oriented
- Knowledge of Integrated Library Systems, Polaris preferred
- Flexibility to work varied hours

Reports to: **Head of Circulation**

Submit **Cover Letter** and **Application** to Christopher Nadeau at: nadeauc@cidlibrary.org

Deadline: **TBD**