

HUNTINGTON WOODS PUBLIC LIBRARY

Position: Circulation Clerk, Part-time

- 8-12 Hours per week. Flexible schedule required to include evenings, Saturdays and Sundays.

Job Duties:

- Reports to Library Director
- Checks in/out materials to patrons, handles fines, payments and receipts; renews items as requested. Searches and maintains library files and patron records using various databases.
- Welcomes patrons, provides directions; issues library cards
- Answers main phone; directs calls as needed
- Performs workroom duties and other tasks as assigned; including processing returned materials, holds and other materials from the TLN delivery
- Sorts and shelves library materials.
- Provides routine information and assistance to the patrons of the Huntington Woods Library.
- Opens and closes library building and maintains security during these times.
- Operates standard library equipment.
- Physically locates library materials within the collection.

Job Requirements:

- High School diploma
- Experience working with online automation system
- Experience working with cash register
- Strong attention to detail
- Enthusiastic, friendly, self-motivated and flexible
- Ability to work in a team
- Physical mobility, vision, hearing and manual dexterity essential
- Ability to stand for long periods of time

Salary:

- \$11.00

Benefits:

- None

Deadline for Applications:

- Friday, February 1, 2019.

Email resume to:

Anne Hage

ahage@huntingtonwoodslib.org

Anne Hage

Director

Huntington Woods Library

26415 Scotia Rd.

Huntington Woods, MI 48070