

HUNTINGTON WOODS PUBLIC LIBRARY

Position: Circulation Clerk, Part-time

Job Duties:

- Reports to the 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.
- Welcome 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 the library building.
- Operates standard library equipment.
- Physically locates library materials within the collection.

Job Requirements:

- High school diploma
- Experience working with online automation system; CARL preferred but not required.
- 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:

- \$10.75 per hour

Hours:

- Hours are flexible, may include evening and weekend hours.

Send or email resume to:

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