

**NORTHVILLE DISTRICT LIBRARY
EMPLOYMENT OPPORTUNITY**

Position: Circulation Substitute

Pay Rate: \$13.00/hour

Hours: As needed, includes evenings and weekends

Responsibilities:

Direct public service: provides positive, pleasant professional service to the public at the Circulation desk; carries out procedures for checking materials in and out accurately; issues library cards according to library guidelines; handles money transactions; answers incoming calls; directs library visitors and callers to appropriate public service desks

Indirect Public Service: monitors incoming materials for damaged or missing pieces; sorts and distributes delivery items; special projects when requested

Requirements: High school diploma; ability to work accurately; ability to apply commonsense understanding to carry out instructions; strong attention to detail; ability to communicate effectively on the telephone; ability to use time effectively; dependable, punctual, flexible; willingness to seek out assistance as needed in resolving conflicts or answering questions from library patrons; desire to serve the library public in a positive manner

Please submit application to:

Carla Eggert
Administrative Assistant
Northville District Library
212 W Cady
Northville, MI 48167

ceggert@northvillelibrary.org

The Northville District Library is an Equal Opportunity employer