Position Available  
Hourly Support Services Clerk  
Orion Township Public Library

Position: Hourly Support Services Clerk  
Flexible schedule, evenings and weekends required

Department: Support Services  
Salary: Other days: Starts at $11.50/hr.  
Sundays: Starts at $14.50/hr.

Primary Job Duties:  
Performs a variety of support functions to the public and within the library. Primary job duties include registering new patrons in the library’s automated system software, checking items in and out, greeting and assisting patrons, answering the main phone and receiving payments for fines and fees. An employee in this position may be assigned specific tasks or multiple tasks depending upon operational needs, working hours, prior experience or expertise.

Required Qualifications:  
- High school diploma or equivalent  
- Experience in customer service preferred  
- Attentive to detail  
- Good computer skills  
- Strong organizational and time management skills  
- Ability to work independently  
- Ability to promote and maintain effective relationships with other staff and to work in a team environment  
- Flexibility with scheduling preferred

Physical Demands:  
While performing the duties of this job, the employee is frequently required to access and retrieve books, periodicals and other materials that vary in weight, size and shape and may be located at heights ranging from floor level to over six feet. The employee is regularly required to work at the circulation desk for periods of four hours. Ability to retrieve the bins from both the outside and inside book drops.

Dates: Deadline for applications is Monday, July 22, 2019

Apply To: Joyce Becker  
Orion Township Public Library  
825 Joslyn Road  
Lake Orion, MI 48362  
248-693-3000  
Electronic submissions accepted, send to: jbecker@orionlibrary.org

Please submit an application, cover letter, and resume. The application is available at: https://orionlibrary.org/library-employment/.  
This is an at-will position.  
Orion Township Public Library is an Equal Opportunity Employer.