



## Charter Township of Waterford Job Description

### Library Clerk – Circulation Services (Part-Time)

<b>Department:</b>	Library
<b>Supervised By:</b>	Circulation Services Coordinator or Designee
<b>Supervises:</b>	No Supervisory Responsibility
<b>Bargaining Unit:</b>	Teamsters
<b>FLSA:</b>	Non-exempt
<b>Status:</b>	Part-time

#### **General Summary**

Under the direction of the Circulation service area supervisor or designee, performs a variety of library and clerical duties.

#### **Essential Job Functions**

An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Works at circulation desk, checking materials in and out, processing financial transactions, and registering library borrowers using an automated library system.
2. May be assigned to interlibrary loan.
3. Maintains borrower database records.
4. Answers library telephone, assisting borrowers with circulation related needs and directing other calls appropriately.
5. Other duties as assigned.

#### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. High school diploma or equivalent.
2. Ability to serve library patrons efficiently and effectively.
3. Ability to operate computers, their operating systems and a wide variety of related software programs.
4. Must possess intermediate word processing, database and spreadsheet software skills. **Skills test** required.
5. Ability to establish and maintain effective relationships with those contacted in the course of work, including patrons and colleagues.
6. Ability to communicate accurately, clearly and concisely in written, verbal and electronic formats.
7. Must have a valid Michigan's Drivers License and be able to meet the Township's driving standards.
8. Library and clerical experience preferred.

**Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to work in an environmentally controlled setting. Walking surfaces are well lit, tiled and/or carpeted.

This is low physically demanding position, requiring a limited range of motion. The use of both fine and gross muscles of the body is essential. Work is performed in the optimal working envelope of neck to navel and within arm's reach. The use of a ladder to reach shelving outside of the work envelope is common. The employee is required to reach from approximately floor level to six feet. The side rotation of objects is approximately twenty-four inches (shelving of books). The employee is regularly required to lift objects of ± 5 pounds and occasionally lifts objects of 10 pounds. The employee must be able to manually write and work with a computer keyboard. The ability to use a phone system is essential to this position. Vision or assisted vision is required. Limited hearing is acceptable. Verbal communication is essential.

**WATERFORD TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER**

Start	\$14.06/hour
6 Months	\$14.89/hour
1 Year	\$15.72/hour
2 Years	\$16.54/hour

Week 1 of Pay Period						
Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
9:30-5:00	12:30-5:00	3:00-8:00		8:30-1:00	8:30-1:00	
Week 2 of Pay Period						
Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
		3:00-8:00		8:30-1:00	8:30-1:00	

Posting Date: 01/17/2020 4:00 p.m.  
 Closing Date: 01/24/2020 4:00 p.m. Internal  
 External Date: Open until filled

Application forms for this position can be obtained from the Human Resources Department, 5200 Civic Center Drive, Waterford, Michigan or on the Township's web page <https://www.waterfordmi.gov/jobs>