

White Lake Township Library  
Job Description  
Circulation Services  
Part Time Circulation Clerk

Hours: Regular assigned hours per week including evening and Saturday hours,  
Plus the opportunity for substitute hours for an average of 20 hours per week  
Pay Rate: \$11.00/hour

Qualifications:

- Ability to provide superior customer service to library users of all ages
- High school diploma required; college coursework preferred
- Library work experience preferred
- Ability to initiate friendly, pleasant, and positive interactions with library users of all ages
- Knowledge of computer-related technology
- Ability to work cooperatively with library staff in a team environment
- Ability to follow directions effectively
- Ability to produce neat, accurate and timely work within an established timeframe
- Excellent written and oral communication skills, including telephone
- Ability to operate a standard cash register and other standard office equipment
- Must be able to lift, push, and/or maneuver full book carts and book bins of 25 pounds as well as be able to stand, stoop, sit, and reach

Responsibilities:

- Lead or assist with circulation tasks in assigned areas including working as part of a team to complete work in a timely manner and produce quality work
- Understands that we are stewards of the taxpayers and so must provide prompt, attentive, and friendly customer service in person, by phone, or electronically
- Handle cash transactions for library fees, copying, and other fees
- Actively promote library services and programs
- Assist with shelving of materials, as needed
- Perform other duties and responsibilities as assigned
- Substitute as needed

Reports to the Circulation Manager

Required application available on our website at [whitelakelibrary.org](http://whitelakelibrary.org)

Email application to: Kim Sharp, Circulation Manager  
White Lake Township Library  
11005 Elizabeth Lake Rd  
White Lake, MI 48386  
[ksharp@whitelakelibrary.org](mailto:ksharp@whitelakelibrary.org)

Deadline: May 17. 2021

White Lake Township Library is an equal opportunity employer.

