

Bacon Memorial District Library Job Posting

Bacon Memorial District Library in Wyandotte, MI serves a population of just under 26,000 and is located in the heart of a vibrant riverfront community.

Position: Circulation Clerk (Part time- 20 hours a week)

Schedule: Must be able to work evenings and Saturdays

Salary: \$11.00 an hour

This position does not include benefits.

Duties: Charge and discharge materials, collect fines, issue library cards and explain library procedures, answer the telephone and direct calls, answer directional questions, assist patrons using library copiers, and other duties as assigned.

Requirements:

High School diploma or equivalent

Ability to stoop, bend, and reach above your head, ability to stand for long periods of time, ability to push carts loaded with books.

Strong technology skills. You must be able to quickly and efficiently learn new programs.

Experience accurately handling money.

Good customer service and phone skills are a must.

Library experience is preferred but not required.

Please submit completed application, cover letter, and resume to:

Laura Gramlich via email at: lgramlich@baconlibrary.org

Or applications and resumes can also be dropped off at the library. (45 Vinewood, Wyandotte, MI 48192)

DEADLINE: May 13, 2021 or until the position is filled

BACON MEMORIAL DISTRICT LIBRARY POSITION DESCRIPTIONS

Bacon Library hires people in the following categories. Please indicate at the top of your application which position you are applying for. Applications are accepted when there is an open position and your application will be kept on file for six months.

<u>JOB TITLE</u>	<u>QUALIFICATIONS</u>	<u>BRIEF JOB DESCRIPTION</u>
<u>Librarian</u>	Master's degree, Library Science. Eligible for Librarian Certification. Experience in needed specialization and in computer use.	Reference work Selecting, ordering, cataloging books and A-V material. Use and teach computer skills. Community outreach. Special responsibilities by position.
<u>Substitute Librarian</u>	Same as above	On call reference work, mainly evenings and weekend.
<u>Clerk</u>	High school graduate Good English skills Experience with computers and library work strongly preferred	Operating circulation desk -- most tasks are computerized. Process materials. Interact with public in person and via phone. Secretarial tasks. Part-time position.
<u>Substitute Clerk</u>	Same as Clerk	On call at circulation desk - day, weekend, evening hours.
<u>Paraprofessional</u>	B.A. degree preferred, but less education with good library experience	Assist with technology and children's services Part-time position.
<u>Maintenance</u>	Experience in cleaning and maintaining a building. Ability to use stairs, ladders, stoop, bend, lift 50 pounds	Clean and maintain library buildings and grounds.
<u>Page</u>	High school student -- at least ninth grade.	Shelve books, keep materials in order.

Bacon Memorial District Library
45 Vinewood, Wyandotte, MI 48192 (734)246-8357
APPLICATION FOR EMPLOYMENT

Position Applied For _____ Date of Application _____

Name _____

Address _____

City, State, Zip _____

Telephone _____

Employment Experience

Employer _____

Address _____

Telephone _____

Supervisor _____

Dates Employed: From _____ to _____

Work Performed _____

Employer _____

Address _____

Telephone _____

Supervisor _____

Dates Employed: From _____ to _____

Work Performed _____

Special Skills _____

Awards and Honors _____

Education

High School _____

Years Completed _____ Did you graduate? _____ Grade Point Average _____

College _____

Major and Minors _____

Years Completed _____ Degree _____ Grade Point Average _____

Other Education: _____

Library Experience

Describe any experience you have had working or volunteering in a library:

Why do you wish to work at Bacon Library?

Page Applicants Only - List sports, music or other kinds of activities you are or plan to be involved in:

References

Names, addresses, phone numbers, email of employers or others who know you well:

1. _____

2. _____

I certify that the information in the Application for Employment is correct and complete.
I authorize all individuals and schools and employers named in the application to provide information requested about me.

Signature

Date

Bacon Memorial District Library is an equal opportunity employer and complies with all laws prohibiting discrimination on the basis of race, color, age, sex, national origin, religion, or handicap.