



Charter Township of Waterford

Job Description

Library Clerk – Outreach – Part time

Department: Library
Supervised By: Librarian II or Designee
Supervises: No Supervisory Responsibility
Bargaining Unit: Teamsters
FLSA: Non-exempt

Schedule

Tuesdays	8:30am-3:30pm
Wednesdays	8:30am-3:30pm
Thursdays	8:30am-2:30pm

General Summary

Under the direction of the Adults' 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. Maintains collections at seven mini-branch locations, including rotating collections.
2. Delivers materials to homebound patrons and other off-site locations.
3. Maintains borrower database records.
4. Assist with selection of materials for borrowers.
5. Answers Outreach telephone extension, assisting borrowers with outreach related needs.
6. Assists Adults' Service area head with department programs and publicity.

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, with emphasis on a compassionate approach to assisting special needs patrons, e.g. the elderly and those with physical disabilities.
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 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. Library and clerical experience preferred.
8. Must have a valid Michigan's Drivers License and be able to meet the Township's driving standards.
9. A love of reading and familiarity with popular fiction titles and authors preferred.

Physical Demands and Work Environment

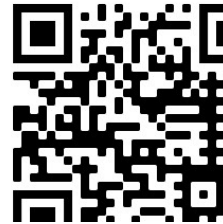
The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 a higher 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 arms 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 and carry bags or boxes of books and other objects of \pm 30 lbs . The employee will be making house calls and going to senior housing facilities carrying heavy objects. 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. Verbal communication is essential.

WATERFORD TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

Start	\$14.64/hour
6 Months	\$15.50/hour
1 Year	\$16.36/hour
2 Years	\$17.22/hour



Posting Date:

Closing 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>