

If you enjoy providing a valuable service in a great small town, joining an institution beloved by its community, and working as part of an enthusiastic and committed team, this is a job for you!

BRIDGMAN PUBLIC LIBRARY  
EMPLOYMENT OPPORTUNITY-PUBLIC POSTING  
**CIRCULATION DESK CLERK/PATRON SERVICES ASSISTANT**

POSITION DESCRIPTION: Under direct supervision of the Director, performs a variety of clerical work in a library and provides basic services for patrons and supports library operations. Duties include, but are not limited to:

- Performing basic circulation desk procedures such as checking library materials in and out, issuing library cards, processing holds, receiving fines
- Providing exceptional customer service to library patrons in person, by phone, and online
- Assisting patrons with computers and general office equipment.
- Conducting basic clerical tasks (e.g. filing, gathering data for reports, etc.)
- Sorting and shelving library materials
- Performing other duties as assigned.

WORKING CONDITIONS:

Part-time position (20-25 hours/week); some evenings and weekends (Saturdays) required.

COMPENSATION AND BENEFITS:

Salary range: \$10.50-\$11.50 per hour, depending on experience and background. After successful completion of a 90 day training/probationary period, paid vacation and personal time, paid holidays, and options for paid life insurance are available.

SKILLS, ABILITIES, AND QUALIFICATIONS REQUIRED:

- Must be 18 years of age or older with High School Diploma or equivalent
- Ability to work with people of diverse backgrounds in a welcoming manner
- Excellent communication skills
- Ability to prioritize work, and follow written and oral instructions
- Ability to handle confidential and sensitive information.
- Experience with applications and productivity software (e.g. Excel, Word, Publisher)
- Ability to learn new technology, including library technologies
- Ability to responsibly manage petty cash

SKILLS AND ABILITIES PREFERRED:

- Library experience
- Some post-secondary education
- Experience developing promotional materials, both in print and electronic formats
- Experience with social media tools

PHYSICAL REQUIREMENTS:

- Ability to see, hear and speak clearly.
- Ability to manually manipulate computer keyboard, mouse, scanner, etc.
- Ability to lift up to 40 pounds, push or pull up to 80 pounds on wheels.
- Ability to stand, bend, stoop for long periods of time.

Please submit cover letter and resume to Library Circulation Desk or send by e-mail to Library Director at [dennis@bridgmanlibrary.com](mailto:dennis@bridgmanlibrary.com) by the **closing date, March 26**

*Bridgman Public Library is an Equal Opportunity Employer. All personnel actions, including hiring, promotion, training and benefits are administered without regard to race, color, creed, sex, age, national origin or disability.*