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

Hours: Regular assigned hours per week including evening and Saturday hours, no Sundays
Plus, the opportunity for substitute hours for an average of 20-24 hours per week

Pay Rate: $12.00-$15.00 an hour based on library experience

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
- 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 promptly 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
- Facilitate check in/check out and renewal of materials
- 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

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

Deadline: August 21, 2021
White Lake Township Library is an equal opportunity employer.