



Orion Township Public Library

Position Available
Part-time Support Services Clerk
Orion Township Public Library

Position: Support Services Clerk – Circulation
Minimum of 12.5 hours/week, including evenings, and every Sunday, Sep-May
Department: Support Services
Salary: \$15.18 per hour

Primary Job Duties:

Under the supervision of the Head of Support Services, performs a variety of support functions to the public and within the library. Primary job duties include registering new patrons in the library's automated system software, checking items in and out, greeting and assisting patrons, answering the main phone and receiving payments. An employee in this position may be assigned specific tasks or multiple tasks depending upon operational needs, working hours, prior experience or expertise.

Required Qualifications:

- High school diploma or equivalent
- Experience in customer service preferred
- Attentive to detail
- Good computer skills
- Strong organizational and time management skills
- Ability to work independently
- Ability to promote and maintain effective relationships with other staff and to work in a team environment
- Flexibility with scheduling preferred

Physical Demands:

While performing the duties of this job, the employee is frequently required to access and retrieve books, periodicals and other materials that vary in weight, size and shape and may be located at heights ranging from floor level to over six feet. The employee is regularly required to work at the circulation desk for periods of four hours. Ability to retrieve the bins from both the outside and inside book drops.

Dates: Applications will be first reviewed on Friday, July 21, 2023.

To Apply: Please submit an online application available at: <http://orionlibrary.org/library-employment/>. If you have any questions with the online application, please contact Joyce Becker, jbecker@orionlibrary.org or 248-693-3000 x431.

This is an at-will position.

Orion Township Public Library is an Equal Opportunity Employer.