

MOUNT CLEMENS PUBLIC LIBRARY
Job Description

JOB TITLE: CIRCULATION CLERK
HOURS: Part-time, 15-20 hours per week, including evenings/weekends
REPORTS TO: Head of Public Services
SALARY: \$12 - \$14 per hour plus PTO accrual

NATURE AND SCOPE OF POSITION:

The Circulation Clerk will perform but are not limited to clerical duties related to a wide range of customer service such as the circulation of materials using the library's automated system, assisting patrons with computers, photocopiers, scanners, the ability to use a cash register, answering the telephone, and to assists with the daily operation of the Library as necessary to conduct its business. The Circulation clerk shall provide prompt and courteous assistance to library patrons at the circulation desk and maintain good public relations with all customers.

SPECIFIC DUTIES:

- Serve as initial contact person, provide general library information and directions, and answer/direct incoming telephone calls
- Direct patrons to appropriate location, department or librarian to answer their question
- Circulate library materials using library's automated library system
- Register patrons for library cards and maintain patron registration records and files
- Handle inquiries from patrons regarding accounts
- Responsible for accuracy in library user records; maintaining strict confidentiality of records as dictated by the Library Privacy Act
- Accept payment for fines/fees or other associated transactions using a cash register
- Removes items from book drop, check-in, sort and shelve materials as necessary
- Assist users in operating machines such as photocopiers, fax, scanners, computers, and other library equipment
- Represent MCPL to the community and provide quality customer service
- Ability to work independently
- Other duties as assigned

JOB REQUIREMENTS:

High school diploma or G.E.D. certificate
Strong teamwork skills as well as ability to work independently
Detail oriented, organized, and a self-starter
Excellent public service attitude
Ability to communicate effectively with library patrons and staff
Basic technology skills: email, office, browser-based products, printing, internet navigation
Bending and lifting up to 20lbs

DESIRED CAPABILITIES:

Experience with Library Automation (Polaris)
Experience with Microsoft Office, and Google Workspace

TO APPLY:

Send resume and cover letter to kbarnes@mtclib.org

The Mount Clemens Public Library does not acknowledge receipt of applications.

The Mount Clemens Public Library is an equal opportunity employer.