

Part-time Library Technician

Due to an internal promotion, Clarkston Independence District Library seeks a friendly, detail-oriented individual able to prioritize projects and to be responsive to the needs of patrons and librarians.

Salary: \$14.00-\$18.00 per hour

Hours: 16-24 hours per week

Primary Duties and Responsibilities:

- Assists in interlibrary loan procedures
- Physically processes library materials
- Assists in re-classification projects
- Assists in library database management
- Assists in developing departmental procedures
- Attends meetings, training seminars as required
- Performs other job-related duties as needed

Desired Qualifications:

- Previous library experience in technical services
- Knowledge of alphabetical, numerical, and decimal system of arrangement
- Knowledge of various computer programs and the internet
- Ability to work independently and as part of a team
- Ability to handle loaded book carts and lift objects up to 50 lbs.
- Experience working with Polaris preferred

Reports to: Head of Technical Services

Send completed application, cover letter and résumé by email or mail to:

Brad Reuter
Head of Technical Services
Clarkston Independence District Library
6495 Clarkston Road
Clarkston, MI 48346
reuterb@cidlibrary.org

Application can be found at: https://cidlibrary.org/images/Documents/Application_for_Employment_job.pdf

Deadline for applications: Tuesday, May 30, 2023