

**WALLED LAKE CITY LIBRARY
EMPLOYMENT OPPORTUNITY**



POSITION: Library Clerk

PAY RATE: \$13 per hour

SCHEDULE: **Tuesday:** 2:00pm-8:00pm
Wednesday: 10:00am-6:00pm
Thursday: 10:00am-6:00pm
One Saturday per month: 10:00am-5:00pm

RESPONSIBILITIES:

- Checks-in/checks-out library items while helping to ensure that all items are in good order
- Assist patrons in use of computers or other library technology
- Greets and speaks with patrons at the service desk, both on the phone and in person
- Handles cash transactions for fines, copying and other fees
- Answers phones and directs calls
- Help with library item processing, MeL transactions, and/or other technical support
- Sort library materials and help shelve
- Open and close library building
- Assist with special projects
- Performs other duties as assigned

QUALIFICATIONS:

- Possession of a high school diploma or its equivalent required, some college preferred
- Some experience in libraries or training in a library program is preferred
- Experience working in a customer service role
- Strong interpersonal, communication, and technology skills
- Strong organizational skills and attention to detail
- Computer literacy and an ability to provide technology instruction
- Embraces change in work environment, procedures and services
- Enthusiasm and commitment to excellent public service
- Ability to push/pull fully loaded book carts and lift/carry materials weighing up to 20 pounds
- Ability to work effectively with the public and other library employees

CLOSING DATE: Applications received on or before Friday, March 13th 2020 will be given first consideration.

APPLICATION: Cover letter, resume and completed [application form](#) that is available on our website;
www.walledlakelibrary.org

EMAIL/SEND TO: Carrie Ralston
Library Director
Walled Lake City Library
1499 E. West Maple Rd.
Walled Lake, MI 48390
carrie@walledlakelibrary.org

The Walled Lake City Library is an equal opportunity employer

This job description is not a contract between the library and the employee. It should not be considered an all-inclusive listing of work requirements. The library reserves the right to revise this job description at its discretion.