



JOB TITLE: Part Time Circulation Clerk

HOURS: Regular assigned 20-24 hours per week including evening and Saturday hours.
Opportunity for substitute hours.

FLSA STATUS: Non-Exempt

SALARY RANGE: \$14.25-\$15.50 based upon experience

REPORTS TO: Circulation Manager

Applications received by April 10, 2023 have priority consideration.

SUMMARY: Under the direction of the Circulation Manager, will work in a team environment to provide a positive experience to patrons of all ages. Assists patrons with checking in and checking out of materials as well as accepting monies for fines, damaged, and lost materials. Assists patrons with acquiring new library cards as well as renewing cards and materials. Works with a team to prepare new materials for circulation and processes the daily delivery from The Library Network. Additionally, works with a team to prepare requests from patrons within TLN.

ESSENTIAL DUTIES AND 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

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to provide superior customer service to library users of all ages
- 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

EDUCATION AND EXPERIENCE:

- High school diploma required; college coursework preferred
- Library work experience preferred

PHYSICAL DEMANDS:

- Must be able to lift, push, and/or maneuver full book carts and book bins of 25 pounds
Be able to stand, stoop, sit, and reach
- The physical demands are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions

WORKING ENVIRONMENT:

- While performing the duties of this job, the employee regularly works in a business office setting.
- The noise level in the work environment is usually quiet

White Lake Township Library reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities and position title as it deems necessary to meet the needs of the Library at any time with or without notice. This job description is not an exhaustive list of all duties, responsibilities and qualifications; it is intended to describe the major responsibilities and requirements of the position. The White Lake Township Library is an equal opportunity employer.

Application: Email cover letter, resume and completed application form to Kim Sharp, Head of Circulation, ksharp@whitelakelibrary.org.

Closing Date: April 10, 2023