



Clarkston Independence District Library
6495 Clarkston Road
Clarkston, Michigan 48346

Part-time Tech Services Technician

The 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: \$10.00-\$15.00 per hour
Hours: 15-27.5 hours per week

Primary Duties and Responsibilities:

- Physically processes library materials
- Assists in interlibrary loan procedures
- 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 50lbs.
- Experience working with Polaris preferred

Reports to: Head of Technical Services

Send cover letter and resume by email, mail or fax to:

Brad Reuter
Head of Technical Services
Clarkston Independence District Library
6495 Clarkston Road
Clarkston, MI 48346
reuterb@indelible.org
Fax: 248.625.8852

Deadline for applications: **Thursday, June 11, 2015 at 5:00pm**
An Equal Opportunity Employer