**LIBRARY CLERK SUBSTITUTE**

The Huntington Woods Public Library is a municipal library serving the Huntington Woods and Pleasant Ridge communities. We are a Class III library with a supportive, enthusiastic, highly-educated patron base in the heart of Huntington Woods.

**Starting Salary:** $12.50/hour

**Benefits:** None.

**Status:**  Part-time, including evenings and weekends.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Check library materials in and out using the TLN Carl shared catalog.
* Attend staff meetings, as available, on the first Friday of the month, 10-Noon.
* Attend TLN circulation training via Zoom, paid, at home or in the library, your choice.
* Answer phone and assist patrons as needed or forward to the reference desk.
* Additional tasks and projects as assigned.

**REQUIRED QUALIFICATIONS:**

* Knowledge of library resources and procedures and the TLN shared catalog is a plus. Alternatively, a demonstrated eagerness to learn library procedures.
* Comfortable using computers and a willingness to learn new programs.
* The desire to meet the public and serve people of all ages, backgrounds, and abilities in a friendly, helpful way.
* Ability to work independently and assume responsibility.
* Effective oral communication skills.

This job description is intended to convey only the key areas of responsibility; specific position assignments will vary depending on the needs of the library.

**TO APPLY:**

Please email your resume and cover letter to Deb Hemmye at [dhemmye@hwoodslib.org](mailto:dhemmye@hwoodslib.org). Posting remains open until filled.