

Hamburg Township Library

10411 Merrill Rd. P.O. Box 247
Hamburg, MI 48139

810-231-1771

www.hamburglibrary.org



Employment Opportunity

Position: Library Clerk with public computer instruction duties
Permanent Part Time (28 hours/week)

Rate & Benefits:

- \$14.50/hour. Hours: Tuesday & Wednesday 1pm to 8pm, Thursday 9am to 5pm (alternating with Saturday), Friday noon to 6pm, Saturday 9am to 5pm (alternating with Thursday).
- Paid vacation, holidays, longevity pay, continuing education opportunities.

Job Description:

- This Library Clerk will service both the youth and adult areas of the library in the following ways: Provide basic reference services to all ages; assist with youth and adult programming; provide instruction to library patrons on basic library services; and assist the department heads and library director as needed.
- Teach basic computer skills to the public.

Required Knowledge, Abilities:

- Possession of at least a High School diploma; higher education is preferred.
- Ability to work independently, with a team, and under the supervision of the Library Director.
- Effective, courteous, detailed-oriented, excellent oral and written communication skills, and a passion for customer service.
- Possession of computer skills, including mobile devices, and the ability to teach.
- Ability to work with the general public, including all ages and backgrounds.
- Flexibility to work within multiple departments.

How to Apply:

Mail or email letter of interest and resume (references will be requested after the interview process) to: Holly Hentz, Director
Hamburg Township Library
P.O. Box 247
Hamburg, MI 48139
hhentz@hamburglibrary.org