

MOUNT CLEMENS PUBLIC LIBRARY

Job Description

JOB TITLE: Library Specialist
HOURS: Part time, 20 hours per week
REPORTS TO: Library Director
SALARY: \$16.00 - \$18.00 per hour

NATURE AND SCOPE OF POSITION:

The Library Specialist will run points of service throughout the library, including the Reference Desk. They are tasked with helping patrons with general inquiries and basic assistance, from reader's advisory to basic computer and technical support.

SPECIFIC DUTIES:

- Assist library patrons with information needs, in both print and digital formats
- Administer Library Programs.
- Assists in preparing exhibits, seasonal displays, and bulletin boards throughout the library.
- Explains computer systems and other reference sources and how to use such systems to patrons.
- Place Interlibrary Loan Requests.
- Place holds on library materials.
- Circulation of materials.
- Accurately shelving materials.
- Manage counter, phone, and email inquiries.
- Ensure safety and code of conduct are followed by patrons.
- Refers information requests requiring professional assistance to Librarians.
- Other duties may be assigned.

JOB REQUIREMENTS:

- High school diploma or equivalent.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite or related software.
- Working knowledge of Dewey decimal system.
- Working knowledge of office equipment and accurate keyboarding skills necessary to manage clerical and cataloging duties.
- Ability to remain professional and courteous while interacting with library patrons.

PHYSICAL REQUIREMENTS:

Prolonged periods sitting at a desk and working on a computer.

Must be able to lift up to 15 pounds at times.

Must be able to read and discern computer screens and book labels.

Must be able to push and pull book carts, and lift and carry books.

DESIRED CAPABILITIES:

Experience with Polaris integrated library system

Library experience of at least 1 year

Post Secondary education preferred

To Apply:

Send resume and cover letter to kbarnes@mtclib.org

The Mount Clemens Public Library does not acknowledge receipt of applications.

The Mount Clemens Public Library is an equal opportunity employer.