

Dorr Township Library

POSITION OPENINGS

POSITION: 2 Library Clerk openings

HOURS: Position #1: 20 - 24 Hours per week includes day, evening and Saturday hours. Position #2: 10-15 Hours per week including day, evening and Saturday hours.

QUALIFICATIONS:

Minimum: Positive public service orientation must have ability to work pleasantly with the public. Be at least 16 years old. Knowledge of and experience with computers. Dependable work habits; attention to detail; ability to work quickly and accurately; reliability, flexible scheduling.

Desirable: Knowledge of word processing software programs. Cataloging and acquisition experience preferred. Prior library experience.

- **JOB SUMMARY:** Duties: Serves the public at the Circulation Desk by checking in and out library materials, collects money and overdue fines and lost and damaged materials, issues new/replacement library cards, registers new patrons and processes name and address changes. Responsible for collection maintenance duties: sorts and shelves library materials; empties book-drop(s); shelf-reading; shifts materials; cleans, dusts, and inspects library materials for damage; discards and repairs library materials. Ensures circulation policies and procedures are followed for the proper handling of customer and material records for an accurate library database. This includes data entry of late, lost, damaged, and claims returned items, and patron information including necessary notes. Sorts, packs, unpacks, and inspects library materials received from or being delivered to other libraries. Runs reports and lists for item hold information and interlibrary loan requests. Searches shelves for requests, retrieves items requested, and routes items appropriately. Contacts customers or other libraries as necessary. Provides informal reader's advisory service from the circulation function. Provides directional information to the public in person or by telephone. Assists with reference requests to the librarian staff. Provides information to customers regarding the Library's circulation policies, procedures and refers issues to management as appropriate. Counts, balances, and records monies received through the circulation function. Forwards reconciled funds and paperwork to the director. Provides assistance to customers and staff in the use of library equipment and machines (e.g., e-readers, copier, on-line catalog, word processing, etc.); performs routine maintenance and corrects minor malfunctions of library equipment, such as refilling paper and toner and assisting with paper jams. Performs other clerical tasks upon request, including materials order entry, supply ordering, word processing, filing, cataloging and materials covering, checking in new periodicals, etc. Sorts and distributes U.S. and inter-office mail. Provides training and guidance to less experienced circulation staff and may

serve as a team leader on group assignments. Shelving and other duties as assigned are also included.

RESPONSIBLE TO: Director/librarians

SALARY: starting \$7.50 per hour with review after 90 days

BENEFITS: Paid holidays, pro-rated sick-time and pro-rated paid vacation after three months.

APPLICATION DEADLINE: February 11th 2014

APPLY TO: Applications are available at the Library and on the library website.

Send cover letter along with completed application to:

Natalie Bazan
Dorr Township Library
1804 Sunset Dr.
Dorr MI 49323.

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Library. The Dorr Township Library does not discriminate in its employment on the basis of race, color, religion, national origin, citizenship, sex, age, height, weight, marital status, veteran status or disability. We provide reasonable accommodation for qualified individuals with a disability if requested.