

Are you a tech-savvy team player who likes to learn new things, help people, and have fun? Join our team! To apply, email resume, cover letter, and 2 references to director@clinton.lib.mi.us by March 8, 2023.

LIBRARY MISSION:

The mission of the Clinton Township Public Library is to empower our community members to be effective, ethical users and producers of ideas and information, critical thinkers, and lifelong learners in order to allow them to participate fully in our global society. To that end, we are committed to making our library a welcoming place to community members of all ages, encouraging the pursuit of personal interests through reading and research, and providing resources in a variety of formats and offering assistance in using them.

Specifically, it is the aim of the Clinton Township Public Library to provide materials which assist patrons to:

- Educate themselves continuously
- Develop creative abilities
- Appreciate art and literature
- Enjoy leisure time
- Enhance citizenship

POSITION SUMMARY:

Assisting the Librarian-Director and patrons using the library, helping with programs, performing basic clerical functions, maintaining and displaying materials, helping to maintain orderly appearance of the library.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General Patron Services:

- Performs basic circulation duties: charges out materials and equipment, checks in returned materials, empties book deposit.
- Assists and instructs patrons on the use of the library and personal technology, including copy machine, fax, computers, catalog, interlibrary loan, cellphones, iPads, tablets, digital library (Woodlands), and ebook applications.
- Answers the telephone.
- Registers and renews patron accounts.
- Provides reference and readers advisory services.
- Processes incoming and outgoing interlibrary loan items.
- Collaborates with other staff to plan and implement patron programming.
- Recommends materials for purchase based upon patron feedback.

Library Promotion:

- Prepares displays as directed by the Librarian-Director.

- Contributes content for the library website, social media, email newsletter, or local newspapers to inform users about library programs, collections, and services.
- Performs outreach to businesses and organizations within the community.
- May type items under direction of the Librarian-Director.

Materials Maintenance:

- Reads shelves.
- Repairs materials.
- Shelves library materials.

Other:

- May review books and magazines donated to the library. Final decisions regarding the inclusion of donated materials in the Library's collection belong to the Librarian-Director.
- Coordinates volunteer activities for the library.
- May weed books, under the direction of the Librarian-Director. Final decisions for the withdrawal of materials from the Library's collection belong to the Librarian-Director.
- During and after other duties, arranges furniture, fixtures, and materials to present a neat and orderly library.
- May assist in training staff.
- Performs other tasks as assigned.
- Keeps workroom orderly.
- Weeknight and/or weekend shifts may be required

EDUCATION AND/OR EXPERIENCE REQUIRED:

- High School diploma or GED
- Typing skill of 50+ wpm
- Ability to communicate effectively in person, in writing, and on the telephone.
- Ability to file accurately and to keep work organized.
- Ability to work independently, follow procedures consistently and to set priorities for daily work.
- Demonstrated facility with the English language in oral and written communication.
- Experience with computer hardware, Windows Office Suite, Google productivity tools, computerized integrated library systems, and standard office equipment.
- Ability to establish and maintain effective working relationships with coworkers and the public.

REQUIRED SKILLS AND ABILITIES:

- Good oral and written communication skills with high degree of technology and information literacy, including locating, identifying, and accessing information sources.
- Ability to work independently and collaboratively and interact with others in a friendly, positive manner.
- Excellent interpersonal and organizational skills and high attention to detail.

- Supportive of the library mission and vision.
- Possesses clarity of speech and hearing to be able to communicate effectively both orally and in writing.
- Ability to read, comprehend, and follow instructions.
- Ability to multitask and meet deadlines.
- Ability to stand, stoop, bend, and lift 40lbs.
- Possesses a high level of discretion and confidentiality.
- Possesses excellent customer service skills: diplomatic and patient with colleagues and patrons of all ages.
- Flexible and creative: willing to try new things and learn new skills.

DESIRED QUALIFICATIONS:

- Level III or IV certification from the Library of Michigan.
- Ability to prepare and deliver brief, concise and attractive reports of library services.
- Prior public library experience.
- Some college credits earned.

SALARY AND TERMS OF EMPLOYMENT:

- Part time, at-will. Approximately 15 hours/week, including evenings and Saturdays.
- Wage and number of weekly hours determined on Proposed Budget Expenditures for the fiscal year (current budget \$12.75/hr).
- Insurance not provided.
- Vacation: 1 week, based on the average weekly hours worked in a fiscal year (upon 6 months of employment).

The Clinton Township Public Library does not discriminate in employment opportunities on the basis of race, color, religion, national origin, sex (including gender identity and sexual orientation), disability, age, or any other characteristic protected by law.