

Circulation Clerk

The Tri-Township Public Library District is seeking to hire a Circulation Clerk.

The Circulation clerk's schedule will be:

Monday 9:00am-1:00pm, **Tuesday** 5:00pm-8:00pm, **Thursday** 9:00am-2pm, **Friday** 9:00am-12:00pm, and alternating **Saturdays** 9:00am-4:00pm

The candidate must have excellent customer service skills, have great patience and be a fantastic team player but must also be able to work independently as needed.

The duties of the position include:

- General circulation desk duties; checks in and out library materials; collects fines and fees; issues and updates registration records; shelves library materials.
- Engages in the opening/closing procedures of the library.
- Assists patrons in the location, selection, and use of library materials; provides reference guidance and customer service; answers telephone inquiries; provides general information and assists patrons as needed.
- Ability to come up with library programming and lead various library programs both at the library and at other locations when needed.
- Assists patrons in the use of library equipment, i.e. computers, photocopiers, and fax machines.
- Performs a variety of miscellaneous duties such as scheduling the use of meeting rooms, setting up and taking down equipment, chairs and tables for meetings and events; setting up audio visual equipment as needed, and completing general Library errands as needed. Empties drop box on a regular basis. Assists in the set up and take down of children and adult programming as needed.
- Cleans as necessary.
- Be able to lift and carry up to 40 pounds of library material and supplies.
- Must be able to work a flexible schedule, including evenings and weekends as needed.
- Other duties as assigned.

Benefits include:

- Library Card.
- Vacation time accrual.
- Sick time accrual.

The pay rate is \$18.00 per hour.

To apply, please send a resume to director@troylibrary.org