

Circulation Clerk/ Marketing Assistant

The Tri-Township Public Library District is seeking to hire a:
Circulation Clerk (70%) / Marketing Assistant (30%)

The Circulation Clerk/Marketing Assistant's schedule will be Thursday 1:00pm-8:00pm, Friday 1:00pm-5:00pm, and Saturday 9:00am-4:00pm

The candidate must have excellent customer service skills, be highly creative, and have a proactive attitude. We are looking for a fantastic team player who can follow established brand guidelines while also working independently to meet deadlines.

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.
- 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
- Provides basic technical assistance to patrons using library equipment such as computers and printers.
- 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.
- Assist the Marketing Coordinator in the execution of marketing campaigns and social media content across various platforms.
- Assist with the physical production and distribution of marketing materials, including printing and laminating.
- 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 \$15.00 per hour. To apply, please send a resume to director@troylibrary.org