



The Bath Township Public Library is seeking candidates for a part-time library clerk. To be considered for this position a completed application must be returned by Friday, September 17.

Position – Part-time Library Clerk

Rate of Pay/Benefits

\$10 to \$12 per hour based on qualifications, PTO after the first 90 days and paid Holidays as coordinated with your schedule – up to 20 hours per week including evening and weekend hours.

Description

The Bath Township Public Library is seeking a part-time Library Clerk. The person in this position will perform a variety of administrative and support work relating to processing and shelving of library materials; circulation functions; assisting patrons with information on collections, policies, procedures, and the use of computers.

Requirements

High School Diploma

Commitment to customer service

Coursework and experience with computers, electronic reference resources and the Internet

Demonstrated ability to

Effectively communicate orally and in writing.

Stimulate interest in Library collections and facilities.

Project an enthusiastic and positive image of the Library.

Set priorities in a changing environment and make decisions in a timely manner.

Achieve and maintain cooperative and effective relationships with the Director, Supervisor, other staff and members of the general public.

Work comfortably with all age groups.

Duties

Assist the Children's Librarian in creating and assembling props and crafts for programs
Leading Programs
Working the Circulation desk
Creates in-house displays and decorations highlighting programs and areas of the collection
Creates bibliographies and other finding tools
Effectively uses and teaches others to use the Library's electronic catalog
Possesses the ability to perform all tasks related to the circulation of materials
Supervises behavior of patrons
Enforces Library policies
Other duties as assigned

Physical Activity

Walking around and standing for 2-4 hours at a time
Ability to use standard computer terminals with 14" screens
Lifting and carrying boxes (up to 25 lbs.); stooping, bending, reaching overhead and horizontally to retrieve books from shelves; pulling, pushing full book carts, etc.

Professional Development

Maintains an interest in and current awareness of developments relevant to the position through professional journals, workshops and continuing education.

Terms of Employment

Part-time wage, benefits, and termination of employment in accordance with Board policy. Work schedule will include evening and weekend hours. The director will determine the schedule. Employment is in good faith and at will. There is a 90 day probationary period.

Evaluation

The department supervisor will evaluate employee performance of this job in accordance with Board Policy.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

Cover letters, resumes and applications may be mailed to The Bath Township Public Library P.O. Box 368; Bath, MI 48808 or emailed to Kristina Reynolds, Library Director
kreyolds@bathtownshippubliclibrary.org



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