Seville Township lIBRARY

6734 N. Lumberjack Rd., PO Box 160

Riverdale, MI 48877

Phone 989-833-7776 / Fax 989-833-2588

**Part-time Library Clerk**

**Hours**: 15-20 a week irregular hour. Other days and evening hours may occur. More hours maybe available during library events and programs.

**Pay**: $10 – 10.50 per hour (depending on experience)

**Benefits:** 2 paid Holidays, 3 paid Vacation days, 2 paid Personal days

**Job Duties**:

* Check in and out circulation material
* Re-shelve circulation material
* Direct patrons who require assistance
* Assist in opening and closing procedures
* Assist in special projects
* Assists in maintaining technology infrastructure
* Assists in planning and implementing library programs and events including youth services
* Assists in Copying, Faxing and Scanning
* Assists with MeLCat (Interlibrary Loans)
* Assist in Janitorial duties
* Other duties as needed

**Job Requirements**:

* High School Diploma
* Approachable and friendly
* Attention to detail and strong organization skills
* Physical mobility, vision, hearing, and manual dexterity essential
* Knowledgeable on computer and other technology
* Strong verbal, written, and interpersonal communication skills
* Basic Math Skills - can use a cash register and count change
* Maintain physical condition necessary for sitting, standing, bending, and/or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 200 pounds; operating assigned equipment; picking up litter; shoveling snow; spreading ice melt; decorating on top of shelving; washing windows; janitorial duties.

Candidates should forward a cover letter addressing the qualifying requirements, a resume, and three professional references with contact information including name, email and telephone number by August 14, 2020 to Emma Erekson at [sevilletownshiplibrary@gmail.com](mailto:sevilletownshiplibrary@gmail.com)

Hire date: on or before Monday 31st August 2020