

EMPLOYMENT OPPORTUNITY

The vibrant and diverse City of Roseville, Michigan is seeking qualified applicants for the following position in the Roseville Public Library:

POSITION: Library Clerk I.

JOB DUTIES: Works primarily assisting the public at the circulation desk with some additional clerical responsibilities including shelving materials.

HOURS: 24 hours per week: A variety of mornings, afternoons and evenings. Alternate Fridays and Saturdays September through May. Additional shifts as needed by the library.

RATE OF PAY: \$12.00/hr. – \$12.75/hr. NO BENEFITS

JOB REQUIREMENTS: High School Diploma or GED Equivalent. Must be energetic and friendly with an eagerness to assist customers; demonstrate ability and/or experience working with Windows-based computers, Microsoft Office, the Internet and email; ability to work in a collaborative, fast-paced environment using excellent organizational and time management skills. See the job description for more detail.

TO APPLY: Send a complete package including RESUME, COVER LETTER AND OFFICIAL CITY OF ROSEVILLE EMPLOYMENT APPLICATION to:

City of Roseville - Manager's Office

Human Resources

29777 Gratiot

Roseville, MI 48066

Or via email: vgreen@roseville-mi.gov

Or via fax: 586-445-5402

City of Roseville applications are available in the Manager's Office or online at www.roseville-mi.gov

TIMELINE: Deadline for resumes, cover letters and applications for this posting is 4:00PM on November 30, 2018.

THE CITY DOES NOT DISCRIMINATE.

CITY OF ROSEVILLE
ROSEVILLE PUBLIC LIBRARY
JOB DESCRIPTION

JOB TITLE: Library Clerk I.

REPORTS TO: Library Director and directly to the Clerical Coordinator.

SUMMARY

The successful candidate will work in the Roseville Public Library, the heart of the vibrant and diverse City of Roseville. This person will be under the direct supervision of the Clerical Coordinator. The individual will work primarily at the Circulation Desk. They must have the ability to interact courteously and effectively with the public, library staff, library volunteers and other City departments.

PRINCIPLE DUTIES AND RESPONSIBILITIES

*(An * denotes duties or responsibilities judged to be "essential functions" in terms of the Americans with Disabilities Act or ADA).*

Assists patrons courteously and effectively at the circulation desk.*

Uses Windows-based computers with Microsoft Word, Excel and Outlook email, SirsiDynix Integrated Library System (ILS) and other software and hardware as required.*

Charges and discharges materials.*

Collects money for bills, fines, printing and more using a cash register, credit/debit card reader and Integrated Library Software with accuracy.*

Creates and renews library cards quickly and accurately.*

Answers and makes telephone calls.*

Searches and processes reports*.

Files alphabetically and numerically.*

Maintains a clean, neat and organized workspace at the circulation desk, and in the public and staff areas of the Library.

Processes new materials and updates processing on existing materials.*

Sorts mail, makes photocopies and labels, posts announcements.*

Shelves materials and keeps the materials shelves clean and in good order. Adjusts and moves shelves as required.*

PHYSICAL DEMANDS

The job requires moderate physical exertion characterized by activities such as sitting or standing in one position, viewing a computer screen for long periods and using hands and fingers in activities requiring coordination or dexterity. The job also requires the physical strength and

dexterity to handle materials and boxes up to 50 pounds in weight, transport loaded materials carts, remove and replace empty shelves and bend and lift arms over head.

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.

QUALIFICATIONS

Education: A high school diploma or GED equivalent.

Experience: Experience assisting the public.

Required: Is able to deliver consistently friendly, attentive, welcoming, high quality customer service. Has a demonstrated proficiency with Microsoft Office applications and the ability to learn other software applications. Demonstrates excellent written and oral communication skills. Must be able to work as part of a successful team. Has the ability to work well and quickly under pressure. Has an attention to detail and accuracy. Is dependable and punctual. Must be able to work additional shifts as needed.

Preferred: Public library experience. Knowledge and skill in using SIRSIDynix library software.

The qualifications listed above are guidelines for selection purposes.