



LIBRARY CLERK I.

Roseville Public Library

Salary Range Beginning \$12.50/hr.; July 1, 2022 \$14.00/hr.

The Roseville Public Library is an integral part of the dynamic City of Roseville. Our employees have an important role in the community assisting visitors in checking out physical and digital materials, providing programs, assisting with technology, advocating for libraries and encouraging the love of reading.

HOURS: Part-time, year-round. Works approximately 24 hours per week including mornings, evenings and Saturdays. The library is closed on Saturdays June – August.

DUTIES

- Works primarily assisting library patrons at the circulation desk and over the telephone.
- Charges, discharges and renews materials.
- Collects money for bills, fines, printing and merchandise.
- Creates and renews library cards.
- Provides some basic processing of new materials.
- Shelves materials and keeps the shelves neat and orderly.
- Receives requests and concerns from patrons. Resolves issues or seeks assistance from immediate supervisor.
- Maintains a clean, neat and organized workspace in the public and staff areas.
- Assists with promotional programs on and off-site and sometimes outside of normal library hours.
- Assists with creating displays and bulletin boards and may assist with programs.
- Participates in staff meetings and workshops.
- Joins the rest of the staff, including supervisors, in keeping our building and entrances safe and neat. May occasionally be required to lightly shovel the snow from an entrance, spread snow-melt or pick up a bag of trash from the parking lot. We have pride in our workplace.
- Performs related duties and general library work as required.

REQUIREMENTS AND QUALIFICATIONS

- High School Diploma or GED Equivalent. Must be at least 18 years old.
- Customer service experience and experience working with the public.
- Confidence and ability using computers and Microsoft Office Products
- Enthusiasm for working with people of all ages and commitment to public service excellence.
- Able to communicate effectively with patrons and employees.
- Must possess a valid Michigan Driver's License with a good driving record (based on City of Roseville standards).
- As a condition of employment, the successful candidate must pass a background check and pre-employment physical.
- The job requires moderate physical exertion such as sitting or standing in one position, viewing a computer screen for long periods and using hands and fingers in activities requiring good coordination and dexterity. The job also requires the physical strength and dexterity to handle up to 50 pounds in weight, transport loaded carts and bend and lift arms overhead.

APPLY

Send resume, cover letter and City of Roseville employment application to:

City of Roseville, Manager's Office, Human Resources, 29777 Gratiot Avenue, Roseville, MI 48066 or email to vgreen@roseville-mi.gov or fax to 586-445-5402. City of Roseville applications are available in the Manager's Office or online at www.roseville-mi.gov or rosevillelibrary.org.

Posting Date: 5/2/2022

Closing Date: until filled.

THE CITY DOES NOT DISCRIMINATE