

Hamburg Township Library

10411 Merrill Rd. P.O. Box 247

Hamburg, MI 48139

810-231-1771

www.hamburglibrary.org

Employment Opportunity

Position: Library Clerk, Permanent Part Time (24 to 32 hours/week)

Rate & Benefits:

- \$20.80/hour. Hours: Monday 12-8, Tuesday 9-5, Thursday 12-8, and every third Saturday 9 to 5.
- Paid time off (vacation, sick/personal, holidays), longevity pay, continuing education opportunities.

Job Description:

- This Library Clerk will service both the youth and adult areas of the library in the following ways: Provide circulation services to all ages; assist with youth and adult programming; provide instruction to library patrons on basic library services; and assist the department heads and library director as needed.
- Assist public with basic technology and office equipment.
- Leading storytime with children.

Required Knowledge, Abilities:

- Possession of at least a High School diploma; higher education is preferred.
- Ability to work independently, with a team, and under the supervision of the library management.
- Effective, courteous, detailed-oriented, excellent oral and written communication skills, and a passion for customer service.
- Possession of computer skills, including mobile devices, and the ability to instruct.
- Ability to work with the general public, including all ages and backgrounds.
- Flexibility to work within multiple departments.
- Ability to lift at least 25 lbs.

How to Apply:

Mail or email letter of interest and resume (references will be requested after the interview process) to:

Holly Hentz, Director
Hamburg Township Library
P.O. Box 247
Hamburg, MI 48139
hhentz@hamburglibrary.org

The position will remain open until filled. This announcement is only a summary of the position, its responsibilities, and requirements. Hamburg Township Library is an equal opportunity employer.