



OTSEGO DISTRICT
PUBLIC LIBRARY

401 Dix Street • Otsego, MI 49078 • P (269)694-9690 • F (269) 694-9129

www.otsegoLibrary.org

JOB POSTING: LIBRARY CLERK

Hourly: Approx. 16 hrs/wk, \$10.50/hr

Vacation, Holiday, and Sick Pay as per the Otsego District Library Employee Handbook

POSITION POSTING: July 11 – August 1 at 5 PM

SCHEDULE to be determined, may require evenings and will require some Saturdays.

Additional hours may be available during Summer Reading Program
and other busy times of year, or as needed for subbing.

Please include your availability in your application packet.

This position is supervised by the Library Director & Assistant Library Director

Job Description found on back of page.

Apply by Emailing Resume, Cover letter, and Application **as a single PDF**
to Andrea Estelle, Library Director at:

aestelle@otsegoLibrary.org

Employment Application is available on Library Website.

Please include your availability in your application packet.

Paper/late applications will not be accepted.

Thank you for your interest in employment at Otsego District Library!



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JOB DESCRIPTION: LIBRARY CLERK

Duties and Responsibilities:

- Assists in processing and pre-processing of library materials
- Checks in materials
- Assists with weeding and deleting items
- Assists with reserves and interlibrary loan
- Waits on patrons at the circulation/reference desk, answers telephone
- Provides tech help for library's digital collection (Overdrive, Hoopla, Ancestry, Lynda, etc.)
- Assists patrons with basic computer help on the patron computers
- Supervises library pages
- Assists with library programs occasionally
- Waters indoor plants on weekly basis

Tasks:

- Evaluates condition of materials upon check-in
- Answers patron questions in person and on the telephone
- Maintains professional behavior appropriate to a public setting
- Maintains library confidentiality regarding patron records
- Other duties as assigned

Necessary skills and abilities:

- High school diploma required, college experience is highly desirable
- Previous library experience is highly preferred
- This position requires a friendly and helpful personality
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to interact appropriately with the public
- Ability to perform repetitive tasks accurately and efficiently
- Ability to operate a cash register, copy machine, fax machine, and laminator
- Ability to work independently and establish effective priorities
- Basic computer skills necessary: Windows operating system, Microsoft Office, ability to learn library software, ability to navigate and copy/paste from the internet, email, and assist patrons with basic internet use