



OTSEGO DISTRICT
PUBLIC LIBRARY

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

www.otsego.org

JOB POSTING: SUBSTITUTE LIBRARY CLERK

Hourly: Substitute Role – Fill in As Needed \$13.75 / hour

POSITION POSTED UNTIL FILLED

SCHEDULE: Substitute Shifts

Need a clerk to fill as needed as a substitute – especially for evening and weekend shifts –

Open flexibility to work most library open hours is necessary

Average 1-2 shifts a week as needed. Sometimes more or less.

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@otsego.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