



**OTSEGO DISTRICT  
PUBLIC LIBRARY**

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

[www.otsegoibrary.org](http://www.otsegoibrary.org)

## **JOB POSTING: LIBRARY CLERK**

Hourly: \$13.75 / hour

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

**POSITION POSTED UNTIL FILLED**

**2 evenings/week + Saturdays**

**Approx 12 hours/week**

Part time Evenings and Weekends

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@otsegoibrary.org](mailto:aestelle@otsegoibrary.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!***

### **Equal Opportunity Employer**

*The library is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Recruiting and hiring practices are based solely on job-related criteria. If you require assistance or special accommodations during any part of the application process, contact the Library Director at 269-694-9690.*

*The library employment environment typically requires extensive computer keyboard and mouse activity, in-person, electronic and telephone communication skills. The preparation, loading and carrying or moving of materials is commonly required for all ODPL positions. Reasonable accommodations are available for individuals with disabilities.*

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*



OTSEGO DISTRICT  
PUBLIC LIBRARY

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

[www.otsego.org](http://www.otsego.org)

## **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