



Official Job Posting

The Mount Clemens Public Library is seeking qualified applicants for the following position:

POSITION: Head of Services - Circulation/Tech Services

JOB DUTIES: Job duties will include overseeing entire circulation activity, including the issuing, return and record keeping procedures of the library, responsible for interlibrary loan and MelCat materials, assigning job tasks to library pages, train and evaluate circulation clerks in computerized circulation functions, interprets library policies for patrons, responsible for overseeing technical/technology services department and ensuring quality standards are being upheld, responsible for updating department web pages and helping to maintain a strong social media presence, and does other related work as assigned by the Library Director.

HOURS: Full-time Exempt, 35 hours per week, including scheduled evenings and weekends.

RATE OF PAY: \$32,000 - \$40,000. Benefits include paid PTO, employer paid health, vision, and dental insurance, as well as a 401(k) with employer match.

JOB REQUIREMENTS: Bachelor's Degree required.
Minimum of 2 years' relevant experience working in a public library.
Professional knowledge of library practices and procedures.
Demonstrated customer-service orientation.
Demonstrated effective working relationships with superiors, subordinates, associates, officials, and other agencies.
Familiarity with automated integrated library systems.
Working knowledge of computer word processing programs.
Good public service attitude.
Demonstrated oral and written communication skills.

TO APPLY:

Send Resume, Cover Letter and Completed Application to:

Mount Clemens Public Library
ATTN: Human Resources
150 Cass Avenue
Mount Clemens, Michigan 48043

Or via email : mcpl@libcoop.net

Or via fax: (586) 469 6668

Mount Clemens applications are available at the library or at the following link

<http://www.mtclib.org/wordpress/index.php/library-employment/>

TIMELINE:

Deadline for application is Friday, April 12th, 2019.

The Mount Clemens Public Library is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.