

# Notice of Vacancy/Job Posting

OUR HISTORY: Situated in Macomb County in suburban Detroit, the Fraser Public Library is a class IV library serving a population of over 14,000 people. We have over 55,000 items in our collection; we participate in e-book collections as well as other databases and the Virtual Library Card program which connects us to our local school system and students. FPL is part of the Suburban Library Cooperative and has operated for over 55 years. The Library is well established in the community, with very supportive patrons and a dedicated Friends group.

**Position:** Library Clerk  
**Location:** Fraser Public Library  
**Salary and Hours:** Part-time (20+ hours a week), some benefits included (PTO, paid holidays, and more)  
Pay Range: starts at \$12 per hour with step-increases currently capping at \$14;  
Hours vary (will include nights & weekends)  
**Reports to:** Librarian

***JOB POSTING OPEN UNTIL FILLED –  
Preference given to applications received by February 12<sup>th</sup>, 2019***

## ***Job Summary***

- The Fraser Public Library is looking for someone to perform a variety of support tasks at the Circulation Desk and in the back office area requiring proficiency in typing and records processing, computer skills, independent judgment, accuracy, and organizational skills.

## ***Responsibilities***

- Greets and speaks with patrons at the Circulation desk, both on the phone and in person.
- Handles cash transactions for fines, copying and other fees; maintains cash register from opening through to closing.
- Answers phones and directs calls.
- Checks-in/checks-out library items while helping to ensure that all items are in good order.
- Assist patrons in use of computers or other library technology.
- May help with library item processing, MeL transactions, and/or other technical support.
- May assist with the various programs or display setup.
- May handle confidential materials, which are sensitive in nature.
- Performs occasional room setup and/or takedown.
- Performs other duties as assigned.

## ***Required Qualifications***

- Possession of a high school diploma or its equivalent required. Some college preferred.
- One year library experience and/or training highly preferred.
- Some experience in libraries or training in a library program is preferred.

## ***Necessary Special Requirements***

- Experience with Sirsi Workflows or other ILS preferred.
- Computer literacy including use of databases, MS Word and Excel required
- Oral and written communication skills
- Ability to be professional and polite
- Strong organizational, time management and interpersonal skills.
- Good communication skills - verbal, interpersonal and written.

- Ability to work under limited supervision, exercising latitude in judgment to determine work methods and results.
- Desire to meet the public and serve people of all ages; pleasant, approachable demeanor.
- Ability to interact harmoniously and communicate well with staff and customers; ability to conduct oneself with courtesy and tact.
- Physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds.
- Flexibility to adapt to changing situations and to vary work schedule; must be willing and able to work nights and weekends—including Saturdays and very occasional Sundays.

### ***Working Conditions***

- Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust or noise. May also work in outdoor environments from time to time. Job requires walking, standing, sitting, bending, stooping, and reaching. Frequent sitting/standing in one position for extended periods. Requires the use of a video display monitor, keyboard, and mouse. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing library policies and procedures. Occasional travel required to attend meetings, workshops, conferences or webinars as needed.

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

*The Fraser Public Library is an Equal Opportunity Employer.*

**Send your letter of interest, resume and application to  
Fraser Public Library**

**16330E. 14 Mile Rd, Fraser, MI 48026**

**OR**

**Email the above to – [fplemployment@libcoop.net](mailto:fplemployment@libcoop.net)**

**Applications can be found at <https://www.fraserpubliclibrary.org/> under Employment**