



LIBRARY CLERK

Roseville Public Library
City of Roseville

Salary Range: \$12.00 - \$14.75 per hour – NO BENEFITS

The Roseville Public Library is an integral part of the dynamic City of Roseville, assisting over 70,000 visitors each year.

HOURS: Part-time, year-round. Works 18-24 hours per week in a variety of shifts including mornings, afternoons and evenings. Works alternate Saturdays, September through May.

DUTIES

- Works primarily assisting library patrons at the circulation desk and over the telephone.
- Receives requests and concerns from patrons. Resolves issues or seeks assistance from immediate supervisor.
- Uses Windows-based computers with Microsoft Office and the SirsiDynix Integrated Library Software and other software and hardware to complete work as required.
- Charges, discharges and renews materials.
- Collects money for bills, fines, printing and merchandise using a cash register and credit/debit card reader.
- Creates and renews library cards.
- Shelves materials alphabetically and numerically and keeps the shelves neat and orderly.
- Searches and processes reports.
- Maintains a clean, neat and organized workspace in the public and staff areas.
- Processes new materials.
- Uses a variety of office machines including computers, printers, photocopiers, scanners, disc cleaner, paper cutters, label maker and paper shredder.
- Will assist with promotional programs off-site and outside of normal library hours.
- Participates in staff meetings and workshops.
- Joins the rest of the staff, including supervisors, in keeping our building and entrances safe and neat. May occasionally be required to lightly shovel the snow from an entrance, spread snow-melt or pick up a bag of trash from the parking lot. We have pride in our workplace.
- Performs related duties and general library work as required.

REQUIREMENTS

- High School Diploma or GED Equivalent.
- Experience working with the public and customer service experience.
- Enthusiasm for working with patrons of all ages and commitment to public service excellence.
- Be able to communicate effectively with patrons and staff.
- Must possess a valid Michigan Driver's License with a good driving record (based on City of Roseville standards).
- As a condition of employment, the successful candidate must pass a background check, pre-employment physical and psychological exam.
- The job requires moderate physical exertion such as sitting or standing in one position, viewing a computer screen for long periods and using hands and fingers in activities requiring good coordination and dexterity. The job also requires the physical strength and dexterity to handle up to 50 pounds in weight, transport loaded carts and bend and lift arms overhead.

PREFERENCES

- Recent public library experience.
- Knowledge and skill in using SIRSIDynix Integrated Library Software.

APPLY

Send **resume, cover letter** and **City of Roseville application** to:

City of Roseville, Manager's Office, Human Resources, 29777 Gratiot Avenue, Roseville, MI 48066 or email to vgreen@roseville-mi.gov or fax to 586-445-5402. City of Roseville applications are available in the Manager's Office or online at www.roseville-mi.gov.

Posting Date: October 12, 2020

Closing Date: UNTIL FILLED

THE CITY DOES NOT DISCRIMINATE