

Morton Township Library Employment Opportunity Circulation Clerk (Part-Time)

Morton Township Library is seeking a highly motivated and service-oriented Circulation Clerk. Morton Township Library is a Class II public library located in Mecosta County and serves the residents of Morton Township and four surrounding townships.

Position: Circulation Clerk

Location: Morton Township Library, 110 S. James St., Mecosta, MI 49332

Work Schedule:

Part-Time (approximately 17 – 20 hours per week) including Wednesday evenings and Saturday mornings. The library is closed Sundays and Mondays.

Job Summary: Under the supervision of the library director, the Circulation Clerk is responsible for: providing pleasant, positive and professional service to the public at the Circulation/Information Desk; answering the phone and responding to voicemails; checking email; assisting patrons in their search for library materials; assisting patrons with reference questions and reader's advisory; assisting with the processing of new library materials; shelving library materials; handling money transactions; keeping statistics for reporting; carrying out opening and closing procedures; assisting patrons with interlibrary loaning and library catalog use; training volunteers; creating library displays; and other duties as assigned.

Requirements: The applicant should be passionate about the work and mission of public libraries, have a minimum of a high school diploma, have experience working with Windows computers and current technology, have dependable and flexible work habits, be a self-motivated person who can work both independently and collaboratively, and have a desire to create and maintain a friendly, welcoming, and customer service-oriented environment.

Physical Requirements: Ability to lift and/or move up to 30 pounds. Ability to sit, walk, or stand for extended periods of time.

Wage: Hourly wage will be based on qualifications and experience.

Apply: Mail or email resume, cover letter, and contact information for three professional references to:

Juliane Schafer, Director
Morton Township Library
P.O. Box 246
Mecosta, MI 49332

jschafer@mtplibrary.org

Deadline: Friday, October 7, 2022

Morton Township Library is an equal opportunity provider and employer.