



LIBRARY CLERK I
Roseville Public Library
Salary Range Beginning \$14.00/hour to start

The Roseville Public Library is an integral part of the dynamic City of Roseville. Our employees have an important role in the community assisting visitors in using and enjoying the library, advocating for libraries and encouraging the love of reading.

POSITION SUMMARY: Under direction of the Library Clerical Coordinator, the part time Library Clerk I. performs routine customer service-oriented duties pertaining to the circulation desk and care and shelving of library materials. Responsibilities include assisting library patrons with checking out library materials, creating library cards and answering questions regarding patron records, updating and maintaining patron records with the library database and collecting library fees. The part time Library Clerk I. works 20- 24 hours per week including mornings, afternoons, evenings and Saturdays (open Saturdays September – May).

DUTIES

- Works primarily assisting library patrons at the circulation desk and over the telephone.
- Provides basic processing of new materials.
- Shelves materials and keeps the shelves neat and orderly.
- Receives requests and concerns from patrons. Resolves issues or seeks assistance from immediate supervisor.
- Maintains a clean, neat and organized workspace in the public and staff areas.
- Assists with promotional programs on and off-site and sometimes outside of normal library hours.
- Assists with creating displays and bulletin boards and may assist with programs.
- 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 sno-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 AND QUALIFICATIONS

- High School Diploma or GED Equivalent. Must be at least 18 years old.
- Able to communicate effectively with patrons and employees.
- One year of customer service experience working directly with the public.
- Punctuality, reliability and dependability.
- Strong communication and organizational skills.
- Confidence and ability using computers and Microsoft Office Products
- Enthusiasm for working with people of all ages and commitment to public service excellence.
- Must possess a valid Michigan Driver's License with a good driving record (based on City of Roseville standards) or a State of Michigan Identification Card.
- As a condition of employment, the successful candidate must pass a background check and pre-employment physical.
- 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 25 pounds in weight, transport loaded carts and bend and lift arms overhead.

APPLY

Send all of the following: resume, letter of interest and City of Roseville employment application to City of Roseville, Manager's Office, Human Resources, 29777 Gratiot Avenue, Roseville, MI 48066 or email to humanresources@roseville-mi.gov or fax to 586-445-5402. City of Roseville applications are available online at www.roseville-mi.gov.

Posting Date: 2/22/23 Closing Date: until filled.

THE CITY DOES NOT DISCRIMINATE