



LIBRARY CLERK I

Roseville Public Library

Salary starting at \$15.49/hour

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. Works approximately 24 hours per week including mornings, afternoons, evenings and Saturdays. Closed Saturdays June – August.

DUTIES

- Works primarily assisting library patrons at the circulation desk and over the telephone.
- Provides friendly and helpful public service to patrons of all ages.
- Receives requests and concerns from patrons. Resolves issues or seeks assistance from immediate supervisor.
- Provides basic processing of new materials.
- Shelves materials and keeps the shelves neat and orderly.
- Maintains a clean, neat and organized workspace in the public and staff areas.
- Assists with creating displays and bulletin boards and may assist with programs.
- Assists with promotional programs on and off-site and sometimes outside of normal library hours.
- Participates in staff meetings and workshops.
- Assists in keeping our building and entrances safe and neat. 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.
- At least one year of customer service experience working directly with the public.
- Punctuality and dependability.
- Strong written and verbal communication skills and attention to detail.
- Enthusiasm for working with people of all ages and commitment to public service excellence.
- Experience using Microsoft Office Products, email and Google App Suite.
- Experience using basic office equipment.
- 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 signed 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: October 18, 2024

Closing Date: until filled

THE CITY DOES NOT DISCRIMINATE