



Main Library: 167 4th St. | Sumpter Media Center: 23465 Sumpter Rd.
Belleville, MI 48111 | (734) 699-3291 | belleville.lib.mi.us

JOB POSTING

Circulation Clerk, Part Time

Starting Salary: \$12.70 /hr.

Hours: About 15 hrs. /week

Deadline: Continuously accepting applications. Interviews will be conducted on a rolling basis.

The Belleville Area District Library strives to be the heart of our community. We are a Class V Library, serving a diverse population of 42,000 in Belleville, Van Buren Township, and Sumpter Township. Our staff is highly collaborative and endeavors to provide the public with superior customer service.

We recently opened a brand new 31,000 square foot main building in downtown Belleville and a small satellite media center in Sumpter Township. With new equipment and new facilities, we're looking for an enthusiastic, kind individual to help us with our circulation desk. A strong personal philosophy of public service is essential, as are excellent communication skills. Library experience and technology skills are pluses!

Responsibilities:

- Checks library materials in and out.
- Provides positive, pleasant, and professional service at public service points.
- Assists patrons with self-service technology, including printing, scanning, faxing, and self-checkout.
- Answers the phone and assists with patron questions in a kind and professional manner.
- Searches databases for patrons, materials, and more.
- Searches for and collects library materials for holds and special projects.
- Collects payments for copies, faxes, Friends merchandise, and more.
- Maintains library records, when necessary.
- Performs other duties as assigned.

Qualifications:

- High school diploma, some college desired; or equivalent experience.
- Library experience preferred.
- Computer experience required. Must be comfortable learning new technology.
- Must be detail-oriented and organized.
- Must enjoy working with the public and have a strong public service orientation.
- Must have effective communication skills.
- Works well individually and in team settings.
- Must be self-motivated, industrious, and mature.
- Ability to handle sensitive and secure information in an appropriate and secure manner.
- Must be able to stoop, bend, reach, walk, stand, and lift up to 20 pounds.

To Apply: Application can be found at www.belleville.lib.mi.us/about-us/employment/

Submit resume and Belleville Area District Library employment application to Lindsay Lore, Head of Circulation Services, at llore@belleville.lib.mi.us.