

Lyon Township Public Library

**Job posting: Part-time Library Clerk**

Hours: Day, evening and weekend shifts. Approximately 20-29 hours a week  
Current work schedule would be:  
Tuesday & Thursday, 9:00 am – 4:00 pm  
Wednesday 4:00 pm – 9:00 pm  
Rotating weekends

Pay: \$12/hour

Essential Job Functions

Performs variety of library duties including but not limited to:

- Works at circulation desk, checking materials in and out, processing financial transactions, and registering library borrowers using an automated library system.
- Answers library telephone, assisting borrowers with circulation related needs.
- Shelve books, empty book drop box.
- May be assigned to interlibrary loan, cataloging requests or technical service area as needed.
- Assisting patrons signing up for use of community center.
- Assisting with programs.
- Assisting patrons with computer, printers and photocopy machine.

Job Requirements

Required knowledge, skills, abilities and minimum qualifications:

- High school diploma or equivalent
- Ability to take direction willingly and easily adaptable to change.
- Positive, friendly and a sense of humor.

- Ability to serve library patrons efficiently and effectively.
- Proficient with computers, internet browsers, and MS Office.
- Ability to communicate accurately, clearly and concisely in written and verbal formats.
- Ability to lift materials up to 50 pounds; sit and/or stand for extended periods of time, push or pull wheeled carts, use a telephone,
- Enjoy working with the public.

**If interested, please stop by the library and fill out an application. You may also leave a resume. References requested.**