



## **Auburn Hills Public Library**

3400 East Seyburn Drive  
Auburn Hills, MI 48326  
(248) 370-9466

### **JOB ANNOUNCEMENT**

**POSITION:** Circulation Clerk  
**SALARY:** \$ 10.00 per hour  
**HOURS:** 12 hours per week, including evenings and Saturdays.  
**Must be flexible**

**DATE AVAILABLE:** Immediately

**QUALIFICATIONS:** Possession of high school diploma. Associate degree or college course work preferred. Library work experience desirable. Experience with CARL-X preferred. Knowledge of Windows 10, Microsoft Office and Internet Explorer. Cash handling experience. Strong attention to detail, excellent organizational and communication skills. Must have the ability to work pleasantly with the public: enthusiastic, friendly and approachable. Operate standard office equipment and computer related technology devices. Must be able to multi-task and work independently.

**Primary Job Duties:** Work involves responsibility for routine circulation, shelf maintenance, delivery, process holds and clerical functions using automated ILS system.

- Greet and direct library patrons
- Check out, check in and renew library materials
- Register patrons for library cards, renew and replace cards
- Collect fines and fees and operate cash register
- Empty book drop, process delivery
- Shelving library materials, and answering telephone
- Assist with opening/closing procedures
- Other duties as assigned

**PHYSICAL DEMANDS:** The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Physical ability to stand for extended periods of time, as well as lift, bend, reach, stoop, and push or pull a loaded book cart.

**SUBMIT COVER LETTER, RESUME & APPLICATION TO:**

Minni Shetty, Support Services Coordinator  
Auburn Hills Public Library  
3400 E. Seyburn Drive  
Auburn Hills, MI 48326  
mshetty@auburn-hills.lib.mi.us  
248-364-6702

**No resumes will be accepted without completed application form.**  
**Application form is available on our website: [www.auburn-hills.lib.mi.us](http://www.auburn-hills.lib.mi.us)**  
**APPLICATION DEADLINE:** Until position is filled  
The Auburn Hills Public Library is an equal opportunity employer.