

Job Posting – Patron Services Clerk

Huntington City-Township Public Library

Purpose:

The purpose of this position is to provide extraordinary service to our customers and fellow library staff as a part of the circulation team. This position demands a dynamic, energetic and self-motivated individual who can work well independently and as part of a group. This position is process oriented and requires an individual who can follow directions and adhere to established processes. The work is performed under the direction of the Circulation Supervisor.

Hours: 24 hours per week (2 open positions) or 20 hours per week (1 open position) including days, evenings and weekends

Examples of Work Performed:

- Provides direct service to patrons
- Shelves and organizes library materials
- Performs basic circulation tasks such as check in and check out of materials
- Assists patrons in the use of library equipment

Qualifications and Skills:

- High School Diploma or equivalent strongly preferred, some secondary education preferred
- At least 1 year of customer service experience preferred.
- At least 1 year of library experience preferred.
- Ability to provide excellent customer service
- Skill in checking information for accuracy and completeness and correcting errors
- Ability to excel as a productive and positive team member
- Ability to communicate effectively
- Develops and maintains terrific relationships with customers and fellow staff
- Ability to model a positive attitude and excellent interpersonal skills
- Ability to handle a large variety of tasks
- Ability to handle high volumes of work
- Ability to perform repetitive hand work for extended periods
- Knowledge of library practices highly desirable

Compensation:

This position starts at 10.00 per hour. This position is not eligible for benefits.

Selection Procedure:

The selection of the successful candidate will be made by assessment of education and background, review of written communication skills, oral interview; review of references, and other appropriate job-related procedures.

Special Accommodations:

Huntington City-Township Public Library will make arrangements to furnish appropriate auxiliary aids and services where necessary and reasonable to afford an individual with a disability the opportunity to participate in the recruitment process. Please notify the Library Director at (260)356-0824 to request special accommodations prior to the application deadline.

To Apply:

Submit a letter of interest and resume to jobs@hctpl.info or mail to:

Application Deadline: Open until filled

WE ARE AN AT-WILL, EQUAL OPPORTUNITY EMPLOYER