

WIXOM PUBLIC LIBRARY

Read. Discover. Connect.

The Wixom Public Library is seeking a friendly, customer service oriented Library Clerk. This position will work collaboratively in a team environment to assist patrons at the Check-Out Desk.

- POSITION:** LIBRARY CLERK
PERMANENT PART-TIME
- SALARY RANGE:** \$11.40 per hour
- HOURS:** 18-25 hours per week; flexible and variable; includes evenings and weekends.
- RESPONSIBILITIES:** Checks materials in and out
Registers borrowers
Answers phone and routes calls
Processes books and A/V materials
- QUALIFICATIONS:** High School diploma or equivalent
Good communication skills
Enthusiastic, approachable and flexible customer service skills
Strong computer skills including Internet and Office software
Ability to lift and carry up to 25 pounds
Knowledge of library circulation system is desirable
- APPLICATION PROCESS:** City of Wixom application and resume required. Applications are available at: wixomlibrary.org/employment
- APPLY TO:** Andrea Dickson, Library Director
Wixom Public Library
49015 Pontiac Trail
Wixom, MI 48393
andrea@wixomlibrary.org
- DEADLINE:** October 15, 2020

The Wixom Public Library is an Equal Opportunity Employer.

The Wixom Public Library is easily accessible by expressway: five minutes from the I-96 Wixom Rd. exit, second exit west of Twelve Oaks Mall.



WIXOM PUBLIC LIBRARY
49015 Pontiac Trail | Wixom, MI 48393-2567
Telephone: 248-624-2512 | Fax: 248-624-0862