



HELP WANTED AT THE CLINTON-MACOMB PUBLIC LIBRARY!

Position: Collection Concierge (Main Library at 40900 Romeo Plank, Clinton Township, MI 48038)

Wage: \$9.50- an hour

Schedule: Variable, up to 20 hours per week

Benefits: Flexible schedule with shifts in the day, evening and on weekends; great work environment

Primary Job Duties: Checks in and returns items to the appropriate location and keeps them in the proper order.

Required Qualifications:

- Uses the integrated library system or automated materials handling system to check-in materials
- Brings problem items (e.g. damaged, in poor condition, mislabeled, etc.) to the appropriate staff member
- Sorts and shelve books, magazines, and other materials
- Shelf reads to keep materials neat and in proper order
- Answers basic questions for the public and makes referrals to the appropriate staff member for additional assistance as necessary
- Prepares for emergencies and helps maintain a safe work environment
- Performs other duties as required such as, but not limited to, setting up meeting rooms and facilities cleanup

Mental Requirements:

- Is accurate
- Able to maintain confidentiality of library records and managerial matters
- Is flexible, works under short time constraints, and meets deadlines
- Able to interact and work effectively with customers, supervisors, co-workers and volunteers
- Able to interpret and follow policies and guidelines

Physical Requirements:

- Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; picking up litter; spreading ice melt
- Standing or sitting for periods of time
- Writing or typing to complete work forms

Application contact and deadline: Katie LeBlanc, System Administrator/Customer Care Manager (kleblanc@cmpl.org) before end of day **Thursday, May 2nd**

Items to Submit by email, mail, or drop-off in person:

- Cover letter
- Employment application (www.cmpl.org/AboutUs/Employment.asp)
- Separate page with answers to the following 3 questions:
 1. What are the key motivators that encourage you to perform at your best?
 2. What are your weaknesses?
 3. What is your availability, and when could you begin to work if you were hired?

