Publication Date: December 26, 2023
Hours a week: Approximately 15
Pay: D.O.E.

Wakefield Public Library
Library Staff

Position Purpose:
Provides friendly and efficient customer service to library visitors. Provides direct help with library services and resources.

Supervision Received
Works under supervision of the Library Director.

Education and/or Experiences Qualifications:
To perform, this job successfully, an individual must have the following education and/or experience:

- High School diploma or GED.
- Excellent verbal communication skills.
- Basic computer skills and knowledge of Internet resources.
- Experience working in a public setting and providing customer service.
- Customer service experience is required; previous library experience preferred.
- Knowledge of basic library organization preferred (i.e., Dewey Decimal System).
- Ability to use standard office equipment including copy machines, telephone, fax, etc.
- Ability to communicate effectively with Library Director and library visitors.
- Ability to follow established procedures and regulations and work under direct supervision.
- Demonstrate ability to use good judgement in all situations.
- Must also be available for nights and weekends.
- Must be able to work alone from time to time.

Position Essential Functions and Responsibilities
The following are examples of duties. The following list **does not** include all duties which may be expected to be performed.

- Check in and check out library materials using integrated library automation system.
- Perform other standard circulation functions using the library automation system such as placing holds, renewals, identifying if materials are available locally or at other libraries.
- Register and update patron records using the library automation system.
- Collect overdue fines and other fees, accurately recording information in patron record and daily cash sheet as appropriate.

- Explain library policies and procedures to patrons in a manner that insures positive customer relations.
- Answer routine inquiries in person or on the phone, referring patrons in need of professional assistance to the Library Director.
- Inspect returned items for damages.
- Assist patrons using library automation system, photocopier, and other library equipment.
- Shelve books and other library materials as needed.
- Shelf read collections as needed.
- Assist in the daily operation of the library including opening and closing the library and other routine tasks to ensure a clean efficient work environment.
- Assist with library programs.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- The employee frequently is required to:
  -Stand, walk, and sit
  -Ability to reach for, handle and manipulate various sized objects.
  -Speak and listen to others.
  -See and read.
  -Reach with hands and arms.
  -Stoop, kneel, crouch, or crawl.
- The employee must be able to lift up to 40 pounds without the assistance of another person. Must be able to frequently lift, push, pull, and/or carry objects weighing up to 25 pounds.
- The employee must frequently push, pull, and maneuver heavy carts or loads regularly.

HOW TO APPLY

Submit an Application and Resume to:

Lakin Ozzello
Library Director
Wakefield Public Library
401 Hancock St.
Wakefield, MI 49968

Or

WPL@wakefieldpubliclibrary.org

Application and Resume must be received by January 26, 2024, at 2:00 PM CST and will be reviewed immediately.