

— JOIN THE TEAM —

We're hiring!

Bridgeport Public Library

Position: Library Clerk (Part time)

Hours: Evenings and some Saturdays

An overview of the job duties are as follows:

- Greet all patrons in a friendly and courteous manner
- Help facilitate a welcoming environment in the library
 - Check items in and out of library
- Assist patrons with creating new library cards, update and verify patron information as needed
- Assist patrons with finding information through the library catalog, databases, and the Internet
 - Contact patrons about overdue and reserved items
- Ability to operate library equipment including but not limited to computers, fax machine, cash register, printers, and copiers
- Set up for special programs, including moving furniture, decorating as required, attending to specific program needs
 - Standing, sitting, kneeling, stooping, carrying books, and/or pushing a book cart is required
 - Other duties not listed may be assigned on an as needed basis

MINIMUM QUALIFICATIONS •High School diploma or any combination of education and/or experience that provides equivalent knowledge, skills and abilities will be considered. •Preferred one plus years' library circulation desk experience. •Demonstrated proficiency in Microsoft Office software. •Driver's license is required.

The Bridgeport Public Library is an equal opportunity employer.

Deadline to apply:
Friday, August 3rd, 2018 by 5:00 pm.

Interested candidates should send their resume and cover letter to:

Bridgeport Public Library

Attn: Library Director

3399 Williamson Rd

Saginaw, MI 48601

Or email to: a.hughey@bridgeportlibrary.org