

Milford Public Library

330 Family Drive

Milford, MI 48381

p: 248.684.0845 f: 248.684.2923

POSITION AVAILABLE CIRCULATION CLERK

- POSITION:** Circulation Clerk
Full Time (37.5 hours per week)
Includes evening and weekend hours
Vacation, sick leave, holidays, health benefits
- DUTIES:** Provide circulation, directional, and telephone assistance for library patrons of all ages

Provide support for technical services (database maintenance, interlibrary loan, materials processing)
- QUALIFICATIONS:** High school diploma
Enthusiastic, positive public service orientation
Excellent communication skills
Computer skills desirable
Public library experience preferred.
- STARTING SALARY:** \$21,000
- DEADLINE:** April 14, 2017
- APPLICATION:** Dawn Chlebo, Circulation Coordinator
Milford Public Library
330 Family Drive
Milford, Michigan 48381
dchlebo@milfordlibrary.info

The Milford Township Library is an equal opportunity employer.

"the first step on your path to enrichment ~ bringing the world to you"