Library Assistant – Technical Services

LIBRARY MISSION:

The mission of the Clinton Township Public Library is to empower our community members to be effective, ethical users and producers of ideas and information, critical thinkers, and lifelong learners in order to allow them to participate fully in our global society. To that end, we are committed to making our library a welcoming place to community members of all ages, encouraging the pursuit of personal interests through reading and research, and providing resources in a variety of formats and offering assistance in using them.

Specifically, it is the aim of the Clinton Township Public Library to provide materials which assist patrons to:

- Educate themselves continuously
- Develop creative abilities
- Appreciate art and literature
- Enjoy leisure time
- Enhance citizenship

POSITION SUMMARY:

Assisting the Librarian-Director and patrons using the library, cataloging and processing library materials, helping with programs, performing basic clerical functions, maintaining materials, and helping to maintain orderly appearance of the library.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General Patron Services:

- Performs basic circulation duties: charges out materials and equipment, checks in returned materials, empties book deposit.
- Assists and instructs patrons on the use of the library and personal technology, including copy machine, fax, computers, catalog, interlibrary loan, cellphones, iPads, tablets, digital library (Woodlands), and ebook applications.
- Answers the telephone.
- Registers and renews patron accounts.
- Provides reference and readers advisory services.
- May collaborate with other staff to plan and implement patron programming.
- May recommend materials for purchase based upon patron feedback.

Materials Cataloging and Maintenance:

- Responsible for the cataloguing (both copy and original) and processing of new library materials.
- Continual evaluation and maintenance of materials and patron records in ILS.
- Repair and maintain materials.

Other:

- Assists in setup of library computers, tablets, and other devices, including installation of software and/or applications.
- May weed books, under the direction of the Librarian-Director. Final decisions for the withdrawal of materials from the Library's collection belong to the Librarian-Director.
- May contribute content for the library website, social media, email newsletter, or local newspapers to inform users about library programs, collections, and services.
- Performs other tasks as assigned.
- Keeps workroom orderly.
- Weeknight and/or weekend shifts may be required.

EDUCATION AND/OR EXPERIENCE REQUIRED:

- High School diploma or GED.
- Typing skill of 50+ wpm.
- Ability to communicate effectively in person, in writing, and on the telephone.
- Ability to file accurately and to keep work organized.
- Ability to work independently, follow procedures consistently and set priorities for daily work.
- Demonstrated facility with the English language in oral and written communication.
- Experience with computer hardware, integrated library systems, Windows Office Suite, Google productivity tools, and standard office equipment.
- Ability to establish and maintain effective working relationships with coworkers and the public.

REQUIRED SKILLS AND ABILITIES:

- Good oral and written communication skills with high degree of technology and information literacy, including locating, identifying, and accessing information sources.
- High level of confidence with web-based integrated library systems.
- Knowledge of and experience with library cataloguing processes and best practices.
- Ability to work independently and collaboratively and interact with others in a friendly, positive manner.

- Excellent interpersonal and organizational skills and high attention to detail.
- Supportive of the library mission and vision.
- Possesses clarity of speech and hearing to be able to communicate effectively both orally and in writing.
- Ability to read, comprehend, and follow instructions.
- Ability to multitask and meet deadlines.
- Ability to stand, stoop, bend, and lift 40lbs.
- Possesses a high level of discretion and confidentiality.
- Possesses excellent customer service skills: diplomatic and patient with colleagues and patrons of all ages.
- Flexible and creative: willing to try new things and learn new skills.

DESIRED QUALIFICATIONS:

- Level III or IV certification from the Library of Michigan
- Prior public library cataloguing experience
- Some college credits earned
- Formal cataloguing training

SALARY AND TERMS OF EMPLOYMENT:

- Part time, at-will
- Wage and number of weekly hours determined on Proposed Budget Expenditures for the fiscal year
- Insurance not provided
- Vacation: based on the average weekly hours worked in a fiscal year

Library Custodian

LIBRARY MISSION:

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POSITION SUMMARY:

Responsible for the cleaning and maintenance of the library interior, exterior, and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Building and Lawn General Maintenance:

- Removes snow from entrances, walkways, and parking lot, and applies salt as needed.
- Grooms trees, lawn, and shrubbery.
- Cleans and disinfects interior of library, including bathrooms, floors, staircases, windows, doors, fixtures, and furniture.
- Cleans exterior of windows and doors as needed.
- Removes trash and recycling and places bins at curb for collection day.
- Replaces supplies and lightbulbs, including soap, paper towels, and toilet paper.
- Makes simple repairs to fixtures or equipment as needed.

Other:

- Assists staff as needed.
- Weeknight, early morning, and/or weekend shifts will be required.
- Performs other tasks as assigned.

Job Descriptions

EDUCATION AND/OR EXPERIENCE REQUIRED:

- High School graduate or GED.

REQUIRED SKILLS AND ABILITIES:

- Ability to work independently and collaboratively and interact with others in a friendly, positive manner.
- Ability to read, comprehend, and follow instructions.
- Ability to multitask.
- Ability to stand, stoop, and bend to reach high and low equipment or fixtures, ability to lift 40lbs.
- Ability to operate a lawn mower, snow blower, and other essential tools.
- Dependable and punctual.

DESIRED QUALIFICATIONS:

- Knowledge of maintenance of library equipment and systems, including irrigation, electronics, heating and cooling, lighting, and others.

SALARY AND TERMS OF EMPLOYMENT:

- Part time, at-will.
- Wage and number of weekly hours determined on Proposed Budget Expenditures for the fiscal year.
- Insurance and vacation pay not provided.

Library Page

LIBRARY MISSION:

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POSITION SUMMARY:

Shelving materials, reading shelves, rearranges materials, repairs and maintains materials, helps keep library neat and orderly, and assists with processing new materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Materials Maintenance:

- Reads shelves, straightening materials and moving misplaced items to their proper place.
- Repairs materials as needed.
- Shelves library materials, making sure to place them in their proper sequence according to best practices.
- May weed books, under the direction of the Librarian-Director. Final decisions for the withdrawal of materials from the Library's collection belong to the Librarian-Director.
- Assists with the processing of new materials including covering, stamping, and applying labels and stickers.

Other:

- During and after other duties, arranges furniture, fixtures, and materials to present a neat and orderly library.
- May assist at circulation desk upon training.

- Keeps workroom orderly.
- Weeknight and/or weekend shifts will be required.
- Performs other tasks as assigned.

EDUCATION AND/OR EXPERIENCE REQUIRED:

- High School student, graduate, or GED.

REQUIRED SKILLS AND ABILITIES:

- Ability to shelve materials accurately by alphabetical and numerical sequence.
- Ability to work independently and collaboratively and interact with others in a friendly, positive manner.
- Detail oriented.
- Supportive of the library mission and vision.
- Possesses clarity of speech and hearing to be able to communicate effectively both orally and in writing.
- Ability to read, comprehend, and follow instructions.
- Ability to multitask.
- Ability to stand, stoop, and bend to reach high and low shelves, and ability to lift 40lbs.
- Possesses a high level of discretion and confidentiality.
- Flexible and creative: willing to try new things and learn new skills.
- Dependable and punctual.

DESIRED QUALIFICATIONS:

- Knowledge of Dewey Decimal system, shelving processes, and best practices.
- Experience with computer hardware, Windows Office Suite, Google productivity tools, and standard office equipment.

SALARY AND TERMS OF EMPLOYMENT:

- Part time, at-will.
- Wage and number of weekly hours determined on Proposed Budget Expenditures for the fiscal year.
- Insurance and vacation pay not provided.

Library Assistant – Circulation Services

LIBRARY MISSION:

The mission of the Clinton Township Public Library is to empower our community members to be effective, ethical users and producers of ideas and information, critical thinkers, and lifelong learners in order to allow them to participate fully in our global society. To that end, we are committed to making our library a welcoming place to community members of all ages, encouraging the pursuit of personal interests through reading and research, and providing resources in a variety of formats and offering assistance in using them.

Specifically, it is the aim of the Clinton Township Public Library to provide materials which assist patrons to:

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- Enjoy leisure time
- Enhance citizenship

POSITION SUMMARY:

Assisting the Librarian-Director and patrons using the library, helping with programs, performing basic clerical functions, maintaining and displaying materials, helping to maintain orderly appearance of the library.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General Patron Services:

- Performs basic circulation duties: charges out materials and equipment, checks in returned materials, empties book deposit.
- Assists and instructs patrons on the use of the library and personal technology, including copy machine, fax, computers, catalog, interlibrary loan, cellphones, iPads, tablets, digital library (Woodlands), and ebook applications.
- Answers the telephone.
- Registers and renews patron accounts.
- Provides reference and readers advisory services.
- Processes incoming and outgoing interlibrary loan items.
- Collaborates with other staff to plan and implement patron programming.
- Recommends materials for purchase based upon patron feedback.

Library Promotion:

- Prepares displays as directed by the Librarian-Director.

- Contributes content for the library website, social media, email newsletter, or local newspapers to inform users about library programs, collections, and services.
- Performs outreach to businesses and organizations within the community.
- May type items under direction of the Librarian-Director.

Materials Maintenance:

- Reads shelves.
- Repairs materials.
- Shelves library materials.

Other:

- May review books and magazines donated to the library. Final decisions regarding the inclusion of donated materials in the Library's collection belong to the Librarian-Director.
- Coordinates volunteer activities for the library.
- May weed books, under the direction of the Librarian-Director. Final decisions for the withdrawal of materials from the Library's collection belong to the Librarian-Director.
- During and after other duties, arranges furniture, fixtures, and materials to present a neat and orderly library.
- May assist in training staff.
- Performs other tasks as assigned.
- Keeps workroom orderly.
- Weeknight and/or weekend shifts may be required

EDUCATION AND/OR EXPERIENCE REQUIRED:

- High School diploma or GED
- Typing skill of 50+ wpm
- Ability to communicate effectively in person, in writing, and on the telephone
- Ability to file accurately and to keep work organized
- Ability to work independently, follow procedures consistently and to set priorities for daily work.
- Demonstrated facility with the English language in oral and written communication
- Experience with computer hardware, Windows Office Suite, Google productivity tools, and standard office equipment.
- Ability to establish and maintain effective working relationships with coworkers and the public

REQUIRED SKILLS AND ABILITIES:

- Good oral and written communication skills with high degree of technology and information literacy, including locating, identifying, and accessing information sources.
- Ability to work independently and collaboratively and interact with others in a friendly, positive manner.
- Excellent interpersonal and organizational skills and high attention to detail
- Supportive of the library mission and vision
- Possesses clarity of speech and hearing to be able to communicate effectively both orally and in writing.
- Ability to read, comprehend, and follow instructions.
- Ability to multitask and meet deadlines.
- Ability to stand, stoop, bend, and lift 40lbs.
- Possesses a high level of discretion and confidentiality.
- Possesses excellent customer service skills: diplomatic and patient with colleagues and patrons of all ages.
- Flexible and creative: willing to try new things and learn new skills.

DESIRED QUALIFICATIONS:

- Level III or IV certification from the Library of Michigan
- Ability to prepare and deliver brief, concise and attractive reports of library services
- Prior public library experience
- Some college credits earned

SALARY AND TERMS OF EMPLOYMENT:

- Part time, at-will
- Wage and number of weekly hours determined on Proposed Budget Expenditures for the fiscal year
- Insurance not provided
- Vacation: based on the average weekly hours worked in a fiscal year

Library Assistant – Youth Services

LIBRARY MISSION:

The mission of the Clinton Township Public Library is to empower our community members to be effective, ethical users and producers of ideas and information, critical thinkers, and lifelong learners in order to allow them to participate fully in our global society. To that end, we are committed to making our library a welcoming place to community members of all ages, encouraging the pursuit of personal interests through reading and research, and providing resources in a variety of formats and offering assistance in using them.

Specifically, it is the aim of the Clinton Township Public Library to provide materials which assist patrons to:

- Educate themselves continuously
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- Appreciate art and literature
- Enjoy leisure time
- Enhance citizenship

POSITION SUMMARY:

Assisting the Librarian-Director and patrons using the library; conceiving and implementing programs for children, youth, and teens; performing basic clerical functions; maintaining and displaying materials; helping to maintain orderly appearance of the library.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General Patron Services:

- Performs basic circulation duties: charges out materials and equipment, checks in returned materials, empties book deposit.
- Assists and instructs patrons on the use of the library and personal technology, including copy machine, fax, computers, catalog, interlibrary loan, cellphones, iPads, tablets, digital library (Woodlands), and ebook applications.
- Answers the telephone.
- Registers and renews patron accounts.
- Provides reference and readers advisory services.
- Recommends materials for purchase based upon patron feedback.

Youth Services:

- Coordinates volunteer activities for youth and teen programs.

- Plans and implements children's literacy programming and services including story times, Summer Reading, literacy kits, book clubs, and more.
- May perform fundraising tasks to supplement programming funds.
- Assists Librarian-Director in grant drafting, program implementation, data collection, and report drafting.
- May perform outreach including providing off-site story times.
- Gathers and records program statistics for state aid reporting.

Library Promotion:

- Prepares displays as directed by the Librarian-Director.
- Contributes content for the library website, social media, email newsletter, or local newspapers to inform users about library programs, collections, and services.
- Performs outreach to businesses and organizations within the community.

Other:

- May review books and magazines donated to the library. Final decisions regarding the inclusion of donated materials in the Library's collection belong to the Librarian-Director.
- May read shelves, repair, and shelve library materials.
- During and after other duties, arranges furniture, fixtures, and materials to present a neat and orderly library.
- May assist in training staff.
- Performs other tasks as assigned.
- Keeps workroom orderly.
- Weeknight and/or weekend shifts may be required

EDUCATION AND/OR EXPERIENCE REQUIRED:

- High School diploma or GED
- Typing skill of 50+ wpm
- Ability to communicate effectively in person, in writing, and on the telephone.
- Ability to file accurately and to keep work organized.
- Ability to work independently, follow procedures consistently and set priorities for daily work.
- Demonstrated facility with the English language in oral and written communication.
- Experience with computer hardware, Windows Office Suite, Google productivity tools, and standard office equipment.
- Ability to establish and maintain effective working relationships with coworkers and the public.

REQUIRED SKILLS AND ABILITIES:

- Good oral and written communication skills with high degree of technology and information literacy, including locating, identifying, and accessing information sources.
- Ability to work independently and collaboratively and interact with others in a friendly, positive manner.
- Excellent interpersonal and organizational skills and high attention to detail.
- Supportive of the library mission and vision.
- Possesses clarity of speech and hearing to be able to communicate effectively both orally and in writing.
- Ability to read, comprehend, and follow instructions.
- Ability to multitask and meet deadlines.
- Ability to stand, stoop, bend, and lift 40lbs.
- Possesses a high level of discretion and confidentiality.
- Possesses excellent customer service skills: diplomatic and patient with colleagues and patrons of all ages.
- Flexible and creative: willing to try new things and learn new skills.

DESIRED QUALIFICATIONS:

- Level III or IV certification from the Library of Michigan
- Ability to prepare and deliver brief, concise, and attractive reports of library services.
- Prior public library experience.
- Some college credits earned or background in education.
- Experience with graphic design, Apple media applications, multimedia content production.
- Experience with instruction, including drafting lesson plans, creating or using educational materials and technology, and assessment.

SALARY AND TERMS OF EMPLOYMENT:

- Part time, at-will.
- Wage and number of weekly hours determined on Proposed Budget Expenditures for the fiscal year.
- Insurance not provided.
- Vacation: based on the average weekly hours worked in a fiscal year.

Library Director - Librarian

LIBRARY MISSION:

The mission of the Clinton Township Public Library is to empower our community members to be effective, ethical users and producers of ideas and information, critical thinkers, and lifelong learners in order to allow them to participate fully in our global society. To that end, we are committed to making our library a welcoming place to community members of all ages, encouraging the pursuit of personal interests through reading and research, and providing resources in a variety of formats and offering assistance in using them.

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POSITION SUMMARY:

Reporting to a six-member elected governing Board of Trustees, the Library Director-Librarian is responsible for managing and supervising all library operations, including: developing and administering the budget; implementing all board-approved policies and recommending improvements, updates, or new policies as needed; supervising the upkeep and maintenance of the physical building, systems, equipment, and grounds; developing and implementing a strategic plan; making decisions based upon the Library's mission, goals, policies, and procedures; hiring, managing, and supervising staff; cultivating effective working relationships with community organizations and acting as an advocate.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Library Operations Administration:

- Implementing all board-approved policies.
- Developing recommendations for improvements, updates or new policies as needed.
- Developing, presenting, and implementing strategic plans.
- Developing, implementing, evaluating, and updating procedures.
- Making decisions based upon the library's mission, goals, policies and procedures.
- Supervising the upkeep and maintenance of the physical building, systems, equipment, and grounds.

- Collecting data and drafting reports for the board, granting organizations, and the public.
- Conducting periodic community assessments to gain insight into the evolution of patron needs.
- Conducting periodic library assessments as part of the strategic planning process.

Financial Administration:

- Developing and administering the board-approved annual budget.
- Documenting and monitoring all income and expenditures to assure compliance with the approved budget.
- Preparing and completing bank deposits.
- Fundraising, including grant writing to supplement funds.
- Collecting bills, drafting vouchers, and disbursing board-approved payments to vendors and service providers.
- Completion and filing of all required financial documents to appropriate entities, including the annual State Aid report, millage request, audit documents, and employee wages data.
- Collecting and organizing statistics required for state aid reporting.
- Responding to all FOIA requests within required timeline.

Library Promotion Management:

- Managing the content published on the library website, social media, email newsletter, and local newspapers.
- Performing outreach to organizations within the community.
- Advocating for libraries as well as the Clinton Township Public Library.

Materials Management:

- Managing all processes relating to the materials owned by and donated to the library, including the selection, purchase, maintenance, inventory, and disposal.

Personnel Management:

- Administering of all phases of personnel management, including the interviewing, hiring, promoting, and discharging of employees.
- Maintaining employee records, including disciplinary actions.
- Establishing job duties and schedules of all employees.
- Supervising employees, determining training needs and opportunities, conducting evaluations and staff meetings, and managing all disciplinary issues.

EDUCATION AND/OR EXPERIENCE REQUIRED:

- 4-year college degree from an accredited university.

- No less than two years of public library experience or equivalent involving supervision, financial management, and organizational development.
- Level III or above certification from the Library of Michigan.
- Experience with the use and maintenance of a broad range of computer hardware, Windows Office Suite, Google productivity tools, and office equipment.
- Completed New and Advanced Director's Courses or ability to complete within 6 months of hire.

REQUIRED SKILLS AND ABILITIES:

- Demonstrated high degree of technology and information literacy, including locating, identifying, and accessing information sources.
- Knowledge of library and learning technology, including ability to troubleshoot automation and basic networking issues.
- Proven knowledge of current trends and developments in library science and library resources.
- Demonstrated passion for public service.
- Demonstrated experience in public relations.
- Demonstrated ability to prepare administrative reports and understand and interpret library policies, procedures, and rules.
- Demonstrated knowledge of library science and management principles, theories, objectives, and practices.
- Demonstrated knowledge of all laws and regulations regarding the treatment of public funds.
- Ability to communicate effectively in person, in writing, and on the telephone. Excellent interpersonal and organizational skills and meticulous attention to detail.
- Supportive of the library mission and vision.
- Possesses a high level of discretion and confidentiality.
- Ability to establish and maintain effective working relationships with the board, library personnel, and the public.
- Possesses excellent customer service skills: diplomatic and patient with colleagues and patrons of all ages.

DESIRED QUALIFICATIONS:

- Prior public library administration experience.
- Experience or background in education or instruction, including drafting lesson plans, creating or using educational materials and technology, and assessment.
- Experience with graphic design, Apple media applications, multimedia content production.

Job Descriptions

SALARY AND TERMS OF EMPLOYMENT:

- 36 hours per week, salary, at-will.
- Salary based upon qualifications and experience.
- Insurance not provided.
- Vacation: one week paid vacation per year.

JOB DESCRIPTION: ASSISTANT DIRECTOR

Salary: To be determined by Library Board each fiscal year
Hours: 24-30h/week including nights and some weekends

Basic Responsibilities:

To assist the Library Director in enforcing library policies and procedures, supervision of personnel, financial responsibilities, and other duties as instructed by the Library Director.

Benefits:

Paid holiday and 1-week vacation each fiscal year. No health insurance or retirement plans are included.

Approved May 19, 2025