



CLASSIFICATION: Support Staff (F.T. – 40 hours)

POSITION TITLE: Library Clerk

MAJOR RESPONSIBILITIES: Performs public service work with guests and other library work as required.

ILLUSTRATION OF KEY DUTIES:

1. Works assigned public service desks and demonstrates knowledge of library collection and services.
2. Performs circulation desk functions, such as checking in and checking out materials, registering guests, collecting fines, and organizing displays.
3. Supervises students during public service desk shifts.
4. Assists with acquisitions and technical services procedures.
5. Assists with collection maintenance and processes and withdraws under the oversight of a librarian.
6. Sorts and routes mail, books, periodicals, and other library materials.
7. As assigned, plans and provides library programs under the oversight of a librarian and reports back on program implementation and outcomes.
8. Performs financial transactions related to library services.
9. Provides exceptional customer services and displays professional business decorum in all interactions with guests and fellow staff.

STARTING WAGE: \$17.00 per hour

HOURS: Weekday daytime hours, weekly evening shift, 1-2 Saturdays per month

EDUCATION AND EXPERIENCE:

1. High school diploma.
2. Customer Service experience.
3. Keyboarding and general office experience.
4. Library work experience preferred.
5. Fluency in second language preferred.

START DATE: September 2026

APPLICATION DATES: Preference given to applications received by July 24, 2026

SUBMIT APPLICATIONS TO: Amanda Paffhausen, Director of Circulation Services Willard Library
7 W. Van Buren Street
Battle Creek, Michigan 49017
apaffhausen@willardlibrary.org

Applications may be submitted online at willardlibrary.org/job-information/