

Milford Public Library

330 Family Drive

Milford, MI 48381

p: 248.684.0845 f: 248.684.2923

EMPLOYMENT OPPORTUNITY CIRCULATION CLERK

- POSITION:** Circulation Clerk (2 positions available)
Part Time (up to 10 hours per week)
Must be available on most Sundays (12:30-5:15) from
September to May
- DUTIES:** Provide circulation, directional, and telephone assistance
to library patrons of all ages
May provide support for technical services (database
maintenance, interlibrary loan, materials
processing)
- QUALIFICATIONS:** Computer skills required
High school diploma
Enthusiastic, positive public service orientation
Excellent communication skills
- SALARY RANGE:** \$10.00 per hour
- DEADLINE:** September 17, 2018 or until filled
- APPLICATION:** Send resume & application (available at
www.milfordlibrary.info) to:

Dawn Chlebo, Circulation Services Coordinator
Milford Public Library
330 Family Drive
Milford, Michigan 48381
dchlebo@milfordlibrary.info

The Milford Public Library is an equal opportunity employer.

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