3400 East Seyburn Drive
Auburn Hills, MI 48326
(248) 370-9466

JOB ANNOUNCEMENT

POSITION: Support Services Team Lead
SALARY: $14.00 per hour
HOURS: 24 hours per week, including evenings and Saturdays.
Must be flexible

QUALIFICATIONS: Possession of high school diploma. Associate degree or college course work preferred. Two or more years' experience in circulation services at a public library. Prior management and/or supervisory experience preferred. Experience with CARL-X preferred. Knowledge of Windows 10, Microsoft Office and Internet Explorer. Strong attention to detail, excellent organizational and communication skills. Must have the ability to work pleasantly with the public: enthusiastic, friendly and approachable. Must be able to multi-task and work independently.

Primary Job Duties:

- Perform full range of circulation services. Responsible for Support Service Clerks and Pages.
- Represent Library at TLN circulation meetings.
- Greet and assist patrons. Answers the main phone. Provide general information to visitors and callers and direct patrons to the appropriate department or individual.
- Prepare and submit monthly reports of circulation services to the Support Services Coordinator.
- Develop and maintain operating procedures/manuals and train circulation staff and pages to follow those procedures.
- Address work and desk schedule issues and make changes as needed for adequate coverage of the circulation desk.
- Stay informed of current circulation techniques.
- Resolve patron issues and maintain patron records.
- Performs related work as required.

PHYSICAL DEMANDS: The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Physical ability to stand for extended periods of time, as well as lift, bend, reach, stoop, and push or pull a loaded book cart.

SUBMIT COVER LETTER, RESUME & APPLICATION TO:

Minni Shetty, Support Services Coordinator
Auburn Hills Public Library
3400 E. Seyburn Drive, Auburn Hills, MI 48326
Shettym@ahplibrary.org. 248-364-6702

No resumes will be accepted without completed application form.
Application form is available on our website: www.ahplibrary.org

APPLICATION DEADLINE: Friday, November 15, 2019
The Auburn Hills Public Library is an equal opportunity employer.