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222 East Nine Mile Rd., Ferndale, MI 48220  
248-546-2504 [fadl.org](http://fadl.org)

**The Ferndale Area District Library seeks a qualified candidate for a Part-Time Circulation Specialist position**

Position Title: Circulation Specialist

Reports to: Head of Circulation, Kelly Bennett

Hours per week: 15-20 with a mix of mornings and evenings, weekdays and weekends.

Candidates seeking a substitute position with fewer hours will also be considered.

Starting pay: \$15.50 per hour

Benefits include: Holidays and paid time off for permanent part-time positions.

Classification: Union Represented

**Application Deadline: Preference will be given to applications received by March 3, 2023. Interviews will begin immediately.**

The Ferndale Area District Library is seeking a creative and enthusiastic Circulation Specialist to join our team. The ideal candidate should have excellent interpersonal skills, a passion for customer service, and be committed to equity and inclusion while serving a diverse community.

Be the first to see all of the new releases in books, movies, and music! Applicants with non-library customer service experience are encouraged to apply.

Please send your resume, cover letter, and application to [kelly@fadl.org](mailto:kelly@fadl.org) (she/her/hers) with the subject: **Circulation Position -Your Last Name**

Application can be found at: <https://fadl.org/about-us/employment-opportunities>

**Job Responsibilities include:**

- Checking in/out of library materials
- Answering patron queries in person and via telephone, including creating and modifying library patron records, addressing patron record issues, and renewing items
- Ability to exercise judgment in the performance of tasks
- Assisting patrons in operating machines such as photocopiers, fax, scanners, and

computers

- Aiding patrons in the retrieval of holds
- Issuing library cards; responsible for accuracy in library patron records; maintaining strict confidentiality of operations and records as dictated by the MI Library Privacy Act.
- Provides friendly and helpful public service to Library patrons of all ages
- Off-desk duties may include cash handling and searching for missing library materials
- Other duties of comparable level of difficulty and responsibility as required

**Desired Qualities include:**

- Enthusiasm and commitment to public service excellence
- Strong attention to detail
- Ability to remain calm in high traffic, fast-paced environment
- Ability to maintain effective interpersonal relationships with library patrons and deal tactfully with the public; ability to speak and write effectively; cooperate effectively with co-workers
- Be self-motivated and able to exercise initiative and independent judgment; possess appropriate computer skills

**Preferred Skills include:**

- Previous customer service experience (retail, hospitality, library)
- Experience with Google App Suite (Drive, Gmail, Docs, Calendar)
- Experience with retail computer systems, cash registers, office equipment

**Education and Experience Requirements:**

- High School diploma/GED plus six months of related experience and training which provides the required knowledge, skills & abilities.

**Physical demands and working conditions:**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Library environment; extensive public contact.

**Mobility:** Sufficient mobility to work in a library setting; operate office equipment.

**Vision:** Vision sufficient to read small print, computer screens, and other printed documents.