

**WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POSITION OPENING
CIRCULATION SERVICES – MAIN LIBRARY**

- POSITION:** Part-time Circulation Clerk (20 hours per week)
Includes evening and weekend hours (Saturday/Sunday)
- QUALIFICATIONS:** High school diploma or equivalent; public service; retail experience; handling payments; ability to deal effectively with the public in a tactful, courteous manner; demonstrated ability to use computer technology, preferably within a Windows environment; familiar with Dewey Decimal System.
- RESPONSIBILITIES:** Provides a variety of public service, technical, and clerical duties related to the circulation of library materials.
- See: <https://wblib.org/wp-content/uploads/2025/06/Job-Description-Circulation-Clerk-Jun-2025.pdf> for additional information regarding qualifications, and responsibilities.
- SALARY RANGE:** \$16.71 per hour and up depending on qualifications.
- BENEFITS:** Voluntary deferred compensation plan, employee assistance plan, vacation, holiday, personal, and sick leave.
- DEADLINE:** Friday, July 18, 2025
- APPLICATION:** Resume, online application form, and three professional work-related references. Submit online at:
<https://wblib.org/employment-application>.