

**CITY OF SOUTHFIELD  
JOB OPPORTUNITY ANNOUNCEMENT**

*The City of Southfield is currently seeking qualified candidates for the following full-time career position:*

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**JOB CLASSIFICATION:** Library Technical Clerk I

**SALARY RANGE:** TPOAM Grade E Pay Range: \$36,260 - \$44,631

Excellent benefit package, including medical, dental, vision, retirement, holidays, vacation, and more.

**REPRESENTATIVE JOB DUTIES**

- Performs technical and public service functions for Support Services, including record creation and deletion, copy cataloging, and processing orders and paying invoices.
- Database maintenance functions.
- Performs all patron service duties at the circulation desk and drive-up window.
- Acts as Clerk-in-charge when assigned, overseeing circulation services and non-career staff.
- Other related duties as assigned.

**JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD**

- High school graduate or equivalent
- Library Technical Assistant's degree or two years of equivalent experience.
- Desirable candidates will have a proactive public service orientation as well as excellent communication skills.
- Training or experience with automated library systems.
- Ability to handle multiple tasks and constant contact with the public.
- Library is open 7 days a week including some evenings. Applicants must be available to work nights and weekends as scheduled.
- Word processing skills and the ability to pass appropriate Clerical Skills Test Battery.

The selection process will include a review of the applicant's experience for posted requirements, a criminal history check, a skills test and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience.

**APPLY AT:** City of Southfield, Human Resources Department,  
26000 Evergreen Road, Southfield, MI 48076

**A Completed City of Southfield application packet is required to be considered for this position.**

Applications may be downloaded from the City's website at [www.cityofsouthfield.com](http://www.cityofsouthfield.com)

Completed applications can be emailed to: [sfldjobs@cityofsouthfield.com](mailto:sfldjobs@cityofsouthfield.com)

**City of Southfield application packets are required and must be received in the Human Resources Department no later than 5:00 p.m. Tuesday June 30, 2021**

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

JS May 25, 2021



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at [hrrsupport@cityofsouthfield.com](mailto:hrrsupport@cityofsouthfield.com) if auxiliary aids or services are needed. Reasonable advance notice is required