



EMPLOYMENT OPPORTUNITY AVAILABLE

The Bloomfield Township Public Library is seeking a professional and resourceful Library Page to support the Library's circulation needs. The Bloomfield Township Public Library is a Class 5 Library, with a service population of 41,070 people. There is strong community support for the Library and its collections, services and programs offered. Technology is integrated into Library services. The successful candidate will have a strong commitment to provide quality service to the staff and the public and the desire to work in a collaborative, team environment.

POSITION TITLE: Circulation Page

DEPARTMENT: Circulation, reporting to Assistant Department Head

RESPONSIBILITIES:

Direct public service:

- provides positive, pleasant professional services to staff and public
- directs patrons to appropriate staff for assistance
- retrieves materials for patrons and staff

Indirect public service:

- sorts and shelves materials,
- reads shelves to ensure accurate order so that materials can be found by patrons
- may work in drive-up drop box room as scheduled,
- may search paging slips as scheduled
- follows direction of supervisor; assists in department where needed

REQUIREMENTS:

Minimum:

- Able to lift, bend, and stoop to shelve materials
- able to push or pull carts weighing at least 20 pounds
- Desire to serve the public in a positive manner

Desirable:

- Public library work experience
- Computer/keyboard experience

HOURS: Part-time, approximately 10 – 12 hours weekly, including some evenings and weekends.

WAGE & BENEFITS: \$8.90, per hour with increase possible upon successful completion of three month orientation.

APPLICATION:

Due Friday, September 8, 2017. A resume, cover letter, and a clerical skills test must accompany your application. The application and the test are available at the Library's Welcome Desk. The application is also available on the Library's website at btpl.org/about-us/employment-volunteer/

Mail to:

Careers
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302

OR email to careers@btpl.org

Bloomfield Township Public Library champions the power of words to spark discovery and imagination.

For more information about the Library, visit our website: www.btpl.org

CIRCULATION PAGE TYPICAL WORK WEEK TASKS

A typical work week for the Public Services Page may include:

- shelve materials accurately in specified sections, including by Dewey number and Cutter(author) letters
- Retrieve magazines from magazine storage area
- Assist in drive-up drop box room as scheduled
- Push heavily loaded cart/bins of materials from Circulation into work areas
- Shift several ranges of shelving to make room for more materials
- Direct patron to appropriate department or desk for assistance
- Read shelves to put materials back in order
- Assist with running materials through AMH sorting system
- Assist with checking returned materials for damage or missing parts
- Load materials on to book carts in correct order
- Search for missing/claims returned materials/Item and Melcat paging slips
- Assist staff at programs by handing out fliers, assisting presenters
- Look up books in circulation module for statistics
- Assist patrons with self-check equipment
- Assist Circulation Desk staff in emergency situations
- Maintain general order and cleanliness of department