Bloomfield Township Public
Library

EMPLOYMENT OPPORTUNITY AVAILABLE

The Bloomfield Township Public Library is seeking a professional and resourceful Circulation Clerk 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 Clerk
DEPARTMENT: Circulation, reporting to Department Head
HOURS: Part-time, 20 hours weekly, including some evenings and weekends.

WAGE & BENEFITS: $16.96 to $22.05 per hour. Pro-rated paid time off benefits, i.e., sick, personal business, vacation, holiday and emergency time. Term life and disability income insurance.

RESPONSIBILITIES:
Direct public service:
- provides positive, pleasant professional services to public at the Circulation desk
- handles money transactions
- directs library visitors to appropriate public service desks.

Indirect public service:
- keeps statistics for reporting
- uses current technologies for communication
- performs closing procedures for Circulation desk
- oversees department in absence of supervisors.
- assists in the development and implementation of library policies and procedures.

Professional development:
- maintains knowledge of state-of-the art technologies and directions
- participates in professional organizations; seeks opportunities for professional growth and development.

REQUIREMENTS:
Minimum:
- High school diploma
- experience working with Windows-based computers and cash registers.
- able to lift, push, and/or pull at least 20 pounds
- able to visually review materials and discern voice and audible tones.
- Strong attention to detail

- dependable and flexible work habits.
- Desire to serve the public in a positive manner.

Desirable: Public library work experience in Circulation.

APPLICATION DUE:

Friday, April 27, 2018.

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

TO:

Careers
Bloomfield Township Public Library
1099 Lone Pine Road, Bloomfield Township, MI 48302-2410
248.642.5800 FAX: 248.642.4175
Email: 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 CLERK
TYPICAL WORK WEEK'S TASKS

A typical work week for the Circulation Clerk may include:

· answer department telephone and check voicemail

· check out and in materials from the BTPL collection

· check out and in materials from TLN libraries' collections

· renew items over the telephone and at desk, resolve patron problems regarding renewals

· check contents of cases used to hold CD-ROMs, CDs, books on tape, DVD to verify all associated items returned

· process items returned damaged as well as items going to repair

· explain and collect overdue fines and fees for lost or damaged items

· discuss notes on patron record with patron, explaining and resolving any problems

· explain residency requirements to obtain library card

· process and input on computer patron registration information

· verify accuracy of patron database

· collect fees for lost library cards

· run hold pickup notices periodically throughout the day

· retrieve tills from safe and count cash tills in morning to check accuracy

- balance cash tills at closing and take tills to safe
- complete assigned off desk duties
- assist clerical assistant staff with procedures in the absence of supervisors
- resolve patron problems in the absence of supervisors
- direct patron to appropriate department or desk for assistance
- check gate alarms on RFID system
- show patrons to how use self-check machines
- change receipt printer paper on desk printers and self-check machines