



## EMPLOYMENT OPPORTUNITY

The Bloomfield Township Public Library is seeking a professional and resourceful Technical Services Clerk to support the Library's material processing 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: Technical Services Clerk

DEPARTMENT: Technical Services, reporting to Department Head

HOURS: Part-time, 20 hours weekly, including some evenings and Saturdays.

### 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:

- Provides pleasant professional services to staff, volunteers, book donors and receiving area visitors
- Provides copy cataloging for the library's book and media collections and materials acquisitions.
- Keeps statistics for reporting, uses current technologies for communication, assists with department services, including materials processing and database maintenance.
- Assists in the development and implementation of library policies and procedures.
- Maintains knowledge of state-of-the art technologies and directions
- Seeks opportunities for professional growth and development

### REQUIREMENTS:

#### **Minimum:**

- High school diploma
- Experience working with Windows
- Experience working in highly detailed, deadline-oriented clerical production
- Able to lift, push, and/or pull at least 20 pounds
- Able to visually review materials and discern voice and audible tones. Desire to serve the public in a positive manner

#### **Desirable:**

- Copy cataloging and/or acquisitions experience in a library setting
- Experience with MARC format and Dewey Decimal classification
- Public library work experience

### APPLICATION:

Due May 11, 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/](http://btpl.org/about-us/employment-volunteer/)

Mail to:

Careers  
Bloomfield Township Public Library  
1099 Lone Pine Road  
Bloomfield Township, MI 48302  
248-642-5800  
Fax: 248-642-4175  
[careers@btpl.org](mailto: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](http://www.btpl.org)*

## TECHNICAL SERVICES CLERK

A typical work week for the Technical Services Clerk may include:

- Search bibliographic database and import bibliographic records, review records for editing, and add holdings
- Correct BTPL's database records
- Verify librarians' orders, search local database for duplicates and existing bibliographic records
- Work closely with librarian to maintain high cataloging standards for at least one media format
- Perform detailed cataloging of incoming library materials using specified internal procedures as well as general cataloging standards
- Create order records and invoice records in the acquisition module and library system
- Delete on order records when vendor issues cancellation of publication
- Update library system for items received
- Make notes about physical processing requirements for pages
- Review completed processing and route completed items to department/selector
- Answer telephone calls from staff, patrons and vendors
- Answer questions from clerical assistants, pages, and other staff when supervisors are not available
- Answer library's rear entrance door and sign for packages received, record receipt and route invoices and packing slips
- Review incoming materials to locate rush item requests and get into rush queue
- Sort and receive packages, update order records in the online system
- Perform Senior Clerk duties one evening or Saturday