



## EMPLOYMENT OPPORTUNITY

The Bloomfield Township Public Library is looking for an enthusiastic, energetic clerical assistant committed to assisting our librarians in providing high quality library service to children and their families and ready to join the Youth Services team. The Bloomfield Township Public Library is a class V Library, with a service population of 42,000+ people. There is strong community support for the Library, collections, services and programs offered. The Library promotes inclusivity in the diverse collections and programs available to all ages and abilities. Technology is integrated into Library services. The successful candidate will have a strong commitment to provide quality public service and the desire to work in a collaborative, team environment.

POSITION TITLE: Clerical Assistant

DEPARTMENT: Youth Services, reporting to the Assistant Department Head

### HOURS:

Part-time, 20 hours weekly, Monday through Friday; morning and afternoon hours; ability to work flexible schedule year round (including occasional weekend or evening hours for special programs and events).

### WAGES & BENEFITS:

\$13.85 – 18.00 per hour with increase possible upon completion of three-month orientation.

### REQUIREMENTS:

#### MINIMUM:

- High school diploma; experience working with current Windows-based technology
- Experience with arts and crafts
- Ability to work independently
- Strong attention to detail
- Dependable and flexible work habits
- Able to lift and bend; able to push or pull carts weighing at least 20 lbs.

#### DESIRABLE:

- Public library work experience
- Excellent organizational skills
- Experience working with current portable electronic devices

### RESPONSIBILITIES:

**Direct public service:** provides positive, pleasant professional service to the public assisting the Youth Services librarians; provides support for youth programs; assists with children's iPad and listening station support. **Indirect public service:** assists with department services; assists in opening department for service; creates and maintains Youth Services bulletin boards and displays; organizes and maintains in-house programming supplies; updates department inventory lists using Word/Excel. **Policy:** assists in the development and implementation of library policies and procedures.

APPLICATION, RESUME, COVER LETTER: Sunday, December 23, 2018. A clerical skills test must accompany your application; both application and test are available at the library.

Application is also available online at [www.btpl.org/employment-volunteer/](http://www.btpl.org/employment-volunteer/)

Careers  
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[careers@btpl.org](mailto:careers@btpl.org)

## YOUTH SERVICES CLERICAL ASSISTANT TYPICAL WORK WEEK'S TASKS

A typical work week for the Youth Services Clerical Assistant may include:

- requesting copies of weekly story time handouts
- creating nametags for weekly registered programs
- preparing craft materials for youth programs
- retrieving materials for story times and other programs
- maintaining coloring/activity sheet supply at Youth Services Desk
- maintaining youth bibliography collection rack, replenishing brochures
- checking contents on returned special needs collection and other multi-media Youth Services materials
- using computer to check in new magazines and youth materials
- shelving new materials
- creating seasonal displays in the Youth Room
- maintaining Youth Services bulletin boards
- requesting supplies and maintaining inventory of Youth Services Desk supplies
- assisting youth librarians with special projects
- monitoring and cleaning iPads in Youth Room
- filing and organizing in-house collection materials after program use
- maintaining craft supply inventory for programming use
- cleaning/disinfecting hard-surface toys from weekly play program and special needs collection on rotating basis
- maintaining picture guides for multi-media materials in special needs collection and world languages collection
- using library catalog to verify holdings
- assisting with large-scale Youth Services programs and events
- working with student volunteers
- creating and maintaining Youth Services passive activity table