



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. 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: Adult Services Page

DEPARTMENT: Adult Services, 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
- Follows direction of supervisor
- Assists in opening or closing of library
- Assists department staff before and after programs when needed
- Performs special assignments or duties as 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
- Able to visually review materials and discern vocal and audible tones
- Computer/keyboard experience

Desirable:

- Public library work experience

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

WAGE & BENEFITS: \$9.90 per hour with increase possible upon successful completion of three month orientation period.

APPLICATION:

Due Friday, June 21. 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*

PUBLIC SERVICES PAGE TYPICAL WORK WEEK TASKS

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

- Shelf books in fiction section alphabetically by author's last name and by title under the author
- Shift older magazines to the Magazine Storage room
- Push heavily loaded cart of materials from Circulation work area
- Straighten and shelf books in our HITS collection
- Shelf books in non-fiction by Dewey number and cutter (author) letters
- Shift several ranges of books to make room for new materials
- Direct patron to appropriate desk for assistance
- Take reading group books to Magazine Storage.
- Read shelves to make sure materials are in order
- Photocopy flyers for public
- Fill notepaper and pencil holders at each computer terminal
- Cut recycled paper into notepaper size
- Load materials on to book carts
- Assist staff at programs by handing out flyers, assisting presenters, and cleaning up
- Look up books in circulation module for statistics