Bloomfield Township Public Library

EMPLOYMENT OPPORTUNITY AVAILABLE

The Bloomfield Township Public Library is seeking a professional and resourceful Clerical Assistant 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: **Clerical Assistant**

DEPARTMENT: **Circulation, reporting to Assistant Department Head**

WAGE & BENEFITS:
$14.40 – 19.03 per hour, per hour with increase possible upon successful completion of three month orientation.

HOURS:
Part-time, 15 hours weekly, days, evenings and weekends.

RESPONSIBILITIES:
- Provides positive, pleasant professional service to the public at the Circulation desk
- Handles money transactions
- Directs Library visitors to appropriate public service desks
- Assists with statistics for reporting
- Uses current technologies for communication
- Assists with department services, including assists with closing procedures for Circulation desk
- Assists with off-desk clerical jobs
- Assists in the development and implementation of Library policies and procedures.

DUTIES MAY INCLUDE:
- answer department telephone extensions and check voice mail
- check contents of CDs, books on CD and DVDs to verify all associated items are returned
- explain and collect overdue fines and fees for lost or damaged items
- check out materials from the Library collection
- check out materials lent to our Library from other libraries ("interloans")
- discuss notes on patron record with patron, explaining and resolving any problems
- renew items over the telephone and resolve patron issues regarding renewals
- explain residency requirements to obtain library card
- process patron registration information and input on computer
- collect fees for lost library cards
- prepare notes for items to be mended
- clear "on order status" for new incoming material
- process items with missing parts
- empty returned material bins including removal of bins from around the AMH system
- verify accuracy of patron registrations
- carry out opening and closing procedures
- collect door count from counters and record
- check gate alarms on RFID (radio frequency identification) system
- change receipt printer paper on desk printers and self-check machines

- train patrons to use self-check machines

REQUIREMENTS:
MINIMUM:
- High school diploma
- Experience working with Windows-based computers and financial transactions
- 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.

APPLICATION, RESUME, COVER LETTER: Due Friday, November 15, 2019. 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/

Careers
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302
248-642-5800
Fax: 248-642-4175
Email: careers@btpl.org

Applications can also be delivered to the Library in person.

*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*