



EMPLOYMENT OPPORTUNITY

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 42,000+ 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:
\$18.35 - \$24.24. Pro-rated paid time-off benefits, i.e., sick, personal business, vacation, holiday, and emergency time. Term life and disability income insurance provided.

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.

DUTIES MAY INCLUDE:

- answer department telephone and check voicemail
- check out and in materials from the Library collection and (Michigan eLibrary)
- renew items over the telephone and at desk, resolve patron problems regarding renewals
- check contents of cases used to hold 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 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 (Radio-frequency identification) system
- show patrons how to use self-check machines

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, RESUME, COVER LETTER:

Due Friday, February 19. A clerical skills test must be taken in order for your application to be complete. Application is available online at www.btpl.org/employment-volunteer/

TO:

Careers
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302
248-642-5800
Fax: 248-258-2555
Email: careers@btpl.org

To deliver application materials in person, contact the Library to make an appointment.

*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*