



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 44,253 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**

HOURS:

Part-time, year-round, approximately 12-15 hours weekly, including evenings and weekends.

WAGE & BENEFITS:

\$10.10 per hour with increase possible upon successful completion of three-month orientation period.

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

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 in a timely manner
- 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

DUTIES MAY INCLUDE:

- Shelving books in fiction section alphabetically by author's last name and by title under the author
- Shifting older magazines to the Magazine Storage room
- Shelving books in non-fiction by Dewey number and cutter (author) letters
- Shifting several ranges of books to make room for new materials
- Directing patrons to the appropriate desk for assistance
- Reading shelves to make sure materials are in order
- Assisting staff at programs by handing out flyers, assisting presenters, and cleaning up
- Looking up books in circulation module for statistics

APPLICATION: Due Sunday, July 31

Your application must include:

- resume
- cover letter
- completed library application form
- clerical skills test

The clerical skills test must be taken at the Library. 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/

TO:

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