



## **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 TITLES:**                    **Adult Services Page and Youth Service Page**

**DEPARTMENT:**                    **Adult Services, reporting to Assistant Department Head  
Youth Services, reporting to Assistant Department Head**

### **HOURS:**

- Part-time, year-round, approximately 20 hours weekly, daytime, evening, and rotating weekends in Adult Services.
- Part-time, year-round, approximately 10 hours weekly, daytime including weekends in Youth Services.

### **WAGE & BENEFITS:**

\$10.10 per hour with increase possible upon successful completion of three-month orientation period and annual increases based on successful completion of annual review.

### **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 service 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
- Shelving books in nonfiction 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
- Assisting librarians with special projects including checking catalog records for accuracy, creating, and stocking book displays, or pulling materials for evaluation.

**APPLICATION:** Due Sunday, October 23

Your application must include:

- resume
- cover letter with indication of department preference
- 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/](http://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](mailto: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](http://www.btpl.org)*