



EMPLOYMENT OPPORTUNITY

The Bloomfield Township Public Library is seeking a professional and resourceful Monitor to support the Library's 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 providing quality service to the staff and the public and the desire to work in a collaborative, team environment.

POSITION TITLE: Monitor
DEPARTMENT: Facility Services, reporting to Department Head

HOURS:

Part-time, 10 to 15 hours weekly, will include evenings, weekends, and occasional Friday after-hours special events. Sunday hours are paid at time and one-half.

WAGE & BENEFITS:

\$16.35/hour with increase possible upon successful completion of three-month orientation

REQUIREMENTS:

MINIMUM:

- High school diploma
- Experience working with conflict resolution
- Strong attention to detail; dependable and flexible work habits
- Able to lift, push or pull 50 pounds
- Able to visually review materials and discern voice and audible tones
- Able to stand or walk for 90% of work shift
- Desire to serve the public in a positive manner.

DESIRABLE:

- Public library work experience

RESPONSIBILITIES:

DIRECT PUBLIC SERVICE:

- Provide building security and patron safety
- Provide positive, pleasant professional services to public whenever encountered in the building or on the grounds
- Support for meeting room set ups and equipment

INDIRECT PUBLIC SERVICE:

- Keep statistics for reporting
- Use current technologies for communication
- Assist with department services, including closing procedures
- Communicate regularly and effectively with Welcome Desk, the Senior (staff member in charge) and area authorities; and follows the direction of the supervisor
- Assist in the development and implementation of library policies and procedures

DUTIES MAY INCLUDE:

- Walk through library during busy evening and weekend hours
- Ensures code of conduct policy is carried out fairly and consistently

- Oversee study room use, including enforcing the food and beverage usage policy
- Inform and assist patrons to observe policy regarding cell phone use and appropriate locations
- Verify building security at closing
- Assist Senior in patron medical emergencies
- Assist in difficult patron-staff interactions
- Assure safety of patrons during peak building crowds
- Assist meeting room users with safe entry and egress
- Interpret meeting room policies
- Help to direct patrons in tornado and fire emergencies in conjunction with other staff
- Monitor audiovisual collection to prevent theft or vandalism

APPLICATION: Due Sunday, March 12

Your application must include:

- resume
- cover letter
- completed library application form

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*