



## **EMPLOYMENT OPPORTUNITY**

The Bloomfield Township Public Library is seeking a professional and resourceful Technical Services Clerk to support the Library's cataloging needs. The Bloomfield Township Public Library is a Class 5 library with a service population of 44,000+ 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:** Technical Services Clerk

**DEPARTMENT:** Technical Services, reporting to Department Head

**HOURS:** Part-time, 20 hours weekly, including some evenings and Saturdays.

### **WAGE & BENEFITS:**

\$20.03 to 26.47 per hour. Pro-rated paid time off benefits, i.e., sick, personal business, vacation, holiday, and emergency time. Term life and disability income insurance.

### **RESPONSIBILITIES:**

- Provides copy cataloging and materials acquisitions for the library's book and media collections.
- Keeps statistics for reporting, uses current technologies for communication, assists with department services, including materials processing and database maintenance.
- Provides pleasant and professional services to staff, volunteers, book donors, and receiving area visitors.
- Assists in the development and implementation of library policies and procedures, maintains knowledge of state-of-the art technologies, and seeks opportunities for professional growth and development.

### **DUTIES MAY INCLUDE:**

- Perform detailed cataloging of incoming library materials using specified internal procedures as well as general cataloging standards.
- Search bibliographic database for appropriate records to import, review records for editing, and add the library's holdings.
- Maintain the accuracy of the library's online catalog by handling incoming repairs and through special projects as assigned.
- Work closely with the librarians to maintain high cataloging standards for at least one media format.
- Maintain order records in the acquisition module including creation, receiving/invoicing, and cancellation.
- Specify spine label and other physical processing requirements for processors.
- Work collaboratively with Processor to troubleshoot media processing concern.

- Review completed processing for accuracy and route to appropriate department or librarian.
- Answer telephone calls and respond to emails from staff, patrons, and vendors.
- Answer questions from Clerical Assistants, Pages, and other staff when supervisors are not available.
- Answer library's rear entrance door and sign for packages received.
- Review incoming materials to locate rush requests.
- Serve as person in charge of Technical Services department for one evening or Saturday each week.
- Review priorities at start of shift, handle rush materials in a timely manner, and coordinate with the team as needed.

## **REQUIREMENTS:**

### **MINIMUM:**

- High school diploma.
- Experience working with Windows.
- Experience working in highly detailed, deadline-oriented clerical production.
- Able to lift, push, and/or pull at least 20 pounds.
- Able to provide extensive visual review of detailed computer text and discern voice and audible tones.
- Desire to serve the Library in a positive manner.

### **DESIRABLE:**

- Copy cataloging and/or acquisitions experience in a library setting.
- Experience with MARC format and Dewey Decimal classification.
- Public library work experience

**APPLICATION, RESUME, COVER LETTER:** Due Sunday, February 26, 2023. 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/](http://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](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)*