EMPLOYMENT OPPORTUNITY

Bloomfield Township Public Library is seeking a professional and resourceful Clerical Assistant to provide support in the Materials Services Department. 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: Clerical Assistant

DEPARTMENT: Materials Services, reporting to Materials Services Assistant Department Head

HOURS: Part-time, approximately 20-hours weekly, including evenings and weekends.

WAGE & BENEFITS: $16.35 - $21.61 per hour, with increase possible upon successful completion of three-month orientation. Employee assistance program (EAP).

RESPONSIBILITIES:

INDIRECT PUBLIC SERVICE:
• Uses current technologies for communications.
• Assists with department services, including processing and repairing collection materials and withdrawing items.

DIRECT PUBLIC SERVICE:
• Provides positive, pleasant, and professional services to staff, volunteers, book donors and receiving area visitors.
• Processes periodicals and distributes mail.

DUTIES MAY INCLUDE:
• Answer library’s deliveries entrance, redirect patron donations, sign for packages received, route or notify appropriate staff for pick-up and sort incoming mail delivery, check-in, and route subscription materials.
• Create order records in catalog.
• Receive shipments of new collection materials, verifying orders and processing invoices
• Physically process materials to circulate, including label creation in MS Office Word, transfer of media materials to albums, fitting covers on book jackets, stamping, and scanning graphics to create album sleeves in MS Office Publisher.
• Perform quality control for outgoing materials, ensuring proper RFID encoding, barcode entry, and call number data.
• Deliver cataloged and processed collection materials to appropriate departments and individuals in the library.
• Process withdrawals by updating catalog entry, and physically sorting for recycle/discard.
• Prepare books to go to bindery; resolve issues with bindery as needed.
• Use refinishing equipment to repair and clean scratched discs reported as defective by patrons.
• Repair physical processing as needed and work with other department staff and volunteers in sharing bindery, video repair and audio book refurbishing duties.
• Utilize various communication tools daily, including emails, mailbox, department voicemail, and online timesheet.
• Assist cataloging Clerk by entering barcode data in catalog’s item record.
• Work with Assistant Department Head in resolving the processing of an unusually packaged media item.

REQUIREMENTS:
MINIMUM:
• High school diploma
• Strong computer skills including MS Office.
• Able to lift, push, and/or pull at least 20 pounds; ability to visually review materials and discern vocal and audible tones with or without reasonable accommodation.
• Strong attention to detail
• Dependable and flexible work habits
• Desire to serve the public in a positive manner

DESIRABLE:
• Public library work experience

APPLICATION: Due Monday, April 15
Employment Start Date: approximately late May

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 /

Careers
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302
Email: careers@btpl.org
Fax: (248) 258-2555
Applications can also be delivered to the Library in person.

We spark curiosity and imagination by connecting the community to resources, technology, and support.
For more information about the Library, visit our website at www.btpl.org

Bloomfield Township Public Library provides equal employment opportunities to qualified persons without regard to race, color, sex, sexual orientation, religion, national origin, political views, age, disability, marital status, height, weight, or any other prohibited basis.