



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 41,070 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: Page

DEPARTMENT: Adult and Teen Services, Circulation, or Youth Services,
reporting to Assistant Department Head

HOURS:

Flexible, part-time, year-round, approximately 10-20 hours weekly, including weekdays, evenings, and weekends. Paid time and a half on Sundays.

WAGE & BENEFITS:

\$10.33 per hour with increase possible upon successful completion of three-month orientation period and annual increases based on successful completion of annual review.

RESPONSIBILITIES:

- Provides positive, pleasant professional service to staff and public
- Sorts and shelves materials (books, DVDs, etc.) in a timely manner
- Retrieves materials for patrons and staff
- Maintains shelf organization and appearance
- Follows direction of supervisor
- Directs patrons to appropriate staff for assistance
- Assists in opening or closing of the Library
- Assists department staff before and after programs when needed
- Performs special assignments or duties as needed

REQUIREMENTS:

MINIMUM:

- Able to lift, bend, and stoop to shelve materials with reasonable accommodations as needed
- Able to push or pull carts weighing at least 20 pounds with reasonable accommodations as needed
- Able to visually review materials and discern vocal and audible tones with reasonable accommodations as needed
- Computer experience
- Desire to serve the public in a positive manner

APPLICATION: Open Until Filled. Applications are accepted on a rolling basis and kept on file for six months. Applicants will be contacted if a position becomes available during that six-month period.

A completed library application form is required to be considered for the Page position. The application is available at the Library's Welcome Desk and the Library's website btpl.org/about-us/employment/

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*