

## EMPLOYMENT OPPORTUNITY

The Bloomfield Township Public Library is looking for an enthusiastic, energetic Administration Clerk. The Bloomfield Township Public Library is a class V Library, with a service population of 42,000+ people. There is strong community support for the Library collections, services and programs offered. The Library promotes inclusivity in the diverse collections and programs available to all ages and abilities. Technology is integrated into Library services. The successful candidate will have a strong commitment to provide quality public service and the desire to work in a collaborative, team environment.

POSITION TITLE: Administration Clerk

DEPARTMENT: Administration, reporting to Assistant Library Director

HOURS: Part-time, 20 hours per week, including evenings and weekend

WAGES & BENEFITS: \$15.97 per hour with increase possible upon completion of three-month orientation. Pro-rated paid time off benefits, i.e., sick, personal business, vacation, holiday and emergency time. Term life and disability income insurance. Eligible for deferred compensation program.

### MINIMUM REQUIREMENTS:

- High school diploma
- Experience with Microsoft Office especially Word, Publisher, and PowerPoint
- Strong organizational and communication skills
- Able to lift, push and/or pull at least 20 pounds
- Able to visually review materials and discern voice and audible tones
- Desire to serve the public in a positive manner

### DESIRABLE EXPERIENCE:

- Public library and reception and/or clerical experience
- Experience with marketing and promotions.

RESPONSIBILITIES: Provides positive, pleasant professional services to patrons and staff; greets all library callers and visitors at Welcome Desk; answers questions and directs as appropriate; assists public with meeting room reservations; assists with promotion of library events by preparing flyers, posters, newsletters, press releases; keeps statistics for reporting; implements library policies and procedures; makes use of technology to complete job duties and communicate; works as a member of the Administration team; seeks opportunities for professional growth.

**APPLICATION, RESUME, COVER LETTER, and CLERICAL SKILLS TEST due September 1, 2017.**

**Application is available on the Library's website at [www.btpl.org](http://www.btpl.org). Clerical skills test must be taken in the library during regular library hours.**

Submit packet to: Careers  
Bloomfield Township Public Library  
1099 Lone Pine Road  
Bloomfield Township, MI 48302  
OR email to [careers@btpl.org](mailto:careers@btpl.org)

248-642-5800

The following are activities an Administration Clerk might do in a typical week:

- cover Welcome Desk
- complete word processing assignments
- file departmental typing projects
- assist patrons with meeting room requests
- coordinate meeting room set-ups with Facility Services staff
- complete and send meeting room contracts to registrants
- compile weekly schedule for meeting room calendar
- troubleshoot meeting room conflicts
- manage in-house forms on the Intranet
- enter the library's daily meetings and events on the computer
- attend department meetings
- compile meeting room statistics for monthly activity report
- photocopy materials for library staff
- create posters on plotter
- enter promotional information on online calendars
- maintain meeting room use files
- draft news releases
- post approved public literature in lobby
- collect patron comments
- create promotional graphics for website
- draft statistical reports and charts