



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 offered. Technology is integrated into Library services. The successful candidate will have a strong commitment to provide quality work and the desire to work in a collaborative, team environment.

POSITION TITLE: **Library Page**

DEPARTMENT: **Adult Services or Circulation, reporting to Assistant Department Head**

HOURS:
Part-time, approximately 10 – 12 hours weekly, including some evenings and weekends.

WAGE & BENEFITS:
\$10.10 per hour, with increase possible upon successful completion of three month orientation.

RESPONSIBILITIES:

- Provides positive, pleasant professional services to staff and public
- Directs patrons to appropriate staff for assistance
- Retrieves materials for patrons and staff
- Reviews shelves to ensure items are in accurate
- Sorts and shelves, and straightens materials
- Follows direction of supervisor; assists in department where needed

DUTIES MAY INCLUDE:

- Searching for missing items, on hold requests (paging slips) and requests from other Libraries (MelCat Paging Slips)
- Assisting with checking returned materials for damaged or missing parts
- Working in drive-up drop box room as scheduled
- Assisting in opening or closing of library
- Assisting department staff before and after programs when needed
- Maintain general order and cleanliness of department
- Assisting in cleaning audio/visual discs
- Looking up books for statistics
- Performs special assignments or duties as needed

REQUIREMENTS:**MINIMUM:**

- Able to lift, bend, and stoop to shelve materials
- Able to push or pull carts weighing at least 20 pounds
- Able to visually review materials and discern vocal and audible tones
- Computer/keyboard experience

DESIRABLE:

- Public library work experience

APPLICATION, RESUME, COVER LETTER:

Due Friday, February 12. A clerical skills test must be taken in order for your application to be complete. Application is available online at www.btpl.org/employment-volunteer/

TO:

Careers
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302
248-642-5800
Fax: 248-258-2555
Email: careers@btpl.org

To deliver application materials in person, contact the Library to make an appointment.

*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*