EMPLOYMENT OPPORTUNITY

The Bloomfield Township Public Library is seeking a professional and resourceful Circulation Clerk to support the Library’s circulation needs. The Bloomfield Township Public Library is a Class 5 Library, with a service population of 42,000+ 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 provide quality service to the staff and the public and the desire to work in a collaborative, team environment.

POSITION TITLE: Circulation Clerk
DEPARTMENT: Circulation, reporting to Department Head

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

WAGE & BENEFITS:
$18.35 - $24.24. Pro-rated paid time-off benefits, i.e., sick, personal business, vacation, holiday, and emergency time. Term life and disability income insurance provided.

RESPONSIBILITIES:
DIRECT PUBLIC SERVICE:
• provides positive, pleasant professional services to public at the Circulation desk
• handles money transactions
• directs library visitors to appropriate public service desks.

INDIRECT PUBLIC SERVICE:
• keeps statistics for reporting
• uses current technologies for communication
• performs closing procedures for Circulation desk
• oversees department in absence of supervisors.
• assists in the development and implementation of library policies and procedures.

PROFESSIONAL DEVELOPMENT:
• maintains knowledge of state-of-the art technologies and directions
• participates in professional organizations; seeks opportunities for professional growth and development.

DUTIES MAY INCLUDE:
• answer department telephone and check voicemail
• check out and in materials from the Library collection and (Michigan eLibrary)
• renew items over the telephone and at desk, resolve patron problems regarding renewals
• check contents of cases used to hold CDs, books on tape, DVD to verify all associated items returned
• process items returned damaged as well as items going to repair
• explain and collect overdue fines and fees for lost or damaged items
• discuss notes on patron record with patron, explaining and resolving any problems
• explain residency requirements to obtain library card
• process patron registration information verify accuracy of patron database
• collect fees for lost library cards
• run hold pickup notices periodically throughout the day
• retrieve tills from safe and count cash tills in morning to check accuracy
• balance cash tills at closing and take tills to safe
• complete assigned off desk duties
• assist clerical assistant staff with procedures in the absence of supervisors
• resolve patron problems in the absence of supervisors
• direct patron to appropriate department or desk for assistance
• check gate alarms on RFID (Radio-frequency identification) system
• show patrons how to use self-check machines

REQUIREMENTS:
MINIMUM:
• High school diploma
• experience working with Windows-based computers and cash registers.
• able to lift, push, and/or pull at least 20 pounds
• able to visually review materials and discern voice and audible tones.
• strong attention to detail
• dependable and flexible work habits.
• desire to serve the public in a positive manner.

DESIRABLE: Public library work experience in Circulation.

APPLICATION, RESUME, COVER LETTER: Due Friday, August 21, 2020. 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/

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_