<u>EMPLOYMENT OPPORTUNITY AVAILABLE</u>

POSITION TITLE: Technical Services Clerk

DEPARTMENT: Technical Services, reporting to Department Head

RESPONSIBILITIES:
Direct Public Service: provides positive, pleasant professional services to staff, volunteers, book donors and receiving area visitors; provides copy cataloging and materials acquisitions.
Indirect Public Service: keeps statistics for reporting, uses current technologies for communication, assists with department services, including materials processing and database maintenance. **Policy**: assists in the development and implementation of library policies and procedures. **Professional Development:** maintains knowledge of state-of-the art technologies and directions; seeks opportunities for professional growth and development.

REQUIREMENTS:
     Minimum:
- High school diploma;
- Experience working with Windows or Java and in highly detailed, deadline-oriented clerical production.
- 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:
- Copy cataloging and/or acquisitions experience in a library setting. Experience with
- MARC format and Dewey Decimal classification. Public library work experience.

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

WAGE & BENEFITS:
 $15.50 per hour with increase possible upon successful completion of three month orientation.

APPLICATION DUE:
 February 22, 2017. A clerical skills test must accompany your application; both application and test are available at the library.

TO: Careers
          Bloomfield Township Public Library
          1099 Lone Pine Road
          Bloomfield Township, MI 48302-2410
          248.642.5800 FAX: 248.642.4175
          Email: careers@btpl.org

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

TECHNICAL SERVICES CLERK
TYPICAL WORK WEEK'S TASKS

- A typical work week for the Technical Services Clerk may include:
- Verify librarians' orders, search local database for duplicates and existing bibliographic records
- Search bibliographic database and import bibliographic records
- Create order records in library system
- Delete on order records when vendor issues cancellation of publication
- Update library system for items received
- Answer library's rear entrance door
- Sign for packages received, record receipt and route invoices and packing slips
- Review incoming materials to locate rush item requests and get into rush queue
- Search bibliographic database to update BTPL's holdings information
- Search system for previously imported bibliographic records, review records for editing, and add holdings
- Make notes about physical processing requirements for pages
- Answer telephone calls from staff, patrons and vendors
- Perform Senior Clerk duties one evening or Saturday
- Answer questions from clerical assistants, pages, and other staff when supervisors are not available
- Correct BTPL's database records
- Review completed processing and route completed items to department/selector
- Create order records and invoice records in the acquisition module
- Process invoices for rush materials
- Sort and receive packages, update order records in the online system
- Read e-mail messages each day
- Listen to voice mail messages each day
- Check mail box each day
- Catalog, invoice, and process rush items
- Work closely with librarian to maintain high cataloging standards for at least one media format
- Perform detailed cataloging of incoming library materials using specified internal procedures as well as general cataloging standards