



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 service to the staff and the public and the desire to work in a collaborative, team environment.

POSITION TITLE: Adult Services Page

DEPARTMENT: Adult Services, reporting to Assistant Department Head

RESPONSIBILITIES:

Direct public service:

- provides positive, pleasant professional services to staff and public
- directs patrons to appropriate staff for assistance
- retrieves materials for patrons and staff

Indirect public service:

- sorts and shelves materials,
- reads shelves to ensure accurate order so that materials can be found by patrons
- follows direction of supervisor
- may search paging slips as scheduled
- Computer/keyboard experience

Desirable: Public library work experience

REQUIREMENTS:

Minimum:

- Able to lift, bend, and stoop to shelve materials
- Able to push or pull carts weighing at least 20 pounds
- Desire to serve the public in a positive manner
- able to visually review materials and discern voice and audible tones
- Computer/keyboard experience

Desirable:

- Public library work experience

HOURS: Part-time, approximately 8 – 12 hours weekly, including some evenings and weekends.

WAGE & BENEFITS: \$9.25, per hour with increase possible upon successful completion of three month orientation.

APPLICATION:

Due Friday, October 12, 2018. A resume, cover letter, and a clerical skills test must accompany your application. The application and the test are available at the Library's Welcome Desk. The

application is also available on the Library's website at btpl.org/about-us/employment-volunteer/

Mail to: Careers
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302

OR email to 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*

PUBLIC SERVICES PAGE TYPICAL WORK WEEK'S TASKS

A typical work week for the Public Services Page may include:

- Shelve books in fiction section or alphabetically by author's last name and under the author by title.
- Retrieve magazines from magazine storage area
- Push heavily loaded cart of materials from circulation into work area
- Straighten all of reference section of materials
- Shelve books in non-fiction by Dewey number and cutter (author) letters
- Shift several ranges of shelving to make room for more books
- Direct patron to appropriate desk for librarian's assistance
- Take reading group books to magazine storage.
- Read shelves to put materials back in order
- Photocopy flyers for public
- Fill notepaper and pencil holders at each computer terminal
- Cut recycled paper into notepaper size
- Load materials on to book carts
- Assist staff at programs by handing out fliers, showing movies, assisting presenters
- Look up books in circulation module for statistics
- Check booklists for status of material