



## **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:**

\$17.64 to \$23.31 per hour. 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
- check out and in materials from TLN (The Library Network – other local libraries) libraries' collections
- 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 and input on computer 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 system
- show patrons how to use self-check machines
- change receipt printer paper on desk printers and 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, November 15, 2019. 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/](http://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](mailto: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](http://www.btpl.org)*