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**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:**

$20.03 to $26.47 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
* count opening cash tills and balance closing cash tills
* 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, April 22, 2022. 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

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)