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 44,253. 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 Sunday, July 31, 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/

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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

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