



EMPLOYMENT OPPORTUNITIES

The Bloomfield Township Public Library is seeking a professional and resourceful Administration Clerk to support the Library's administrative needs. The Bloomfield Township Public Library is a Class 5 Library, with a service population of 44,000+ 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: Clerk

DEPARTMENTS: Administration, reporting to Assistant Library Director

HOURS:

Part-time, 20 hours weekly, including some evenings and weekends.

WAGE & BENEFITS:

\$20.03 to \$26.47 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:

- Provides positive, pleasant, professional services to patrons and staff
- Greets all library callers and visitors at Welcome Desk
- Answers questions and directs as appropriate
- Assists public with meeting room reservations and coordinate set-ups with Facility Services staff
- Assists with promotion of library events by preparing flyers, posters, newsletters, press releases, and social media posts
- Keeps statistics for reporting; implements library policies and procedures
- Makes use of technology to complete job duties and communicate
- Works as a member of the Administration team; seeks opportunities for professional growth

DUTIES MAY INCLUDE:

- Complete word processing assignments
- Compile weekly schedule for meeting room calendar
- Manage in-house forms on the Intranet
- Attend department and/or committee meetings
- Compile meeting room statistics for monthly activity report
- Photocopy or print materials for library staff
- Create posters on plotter
- Enter promotional information on online calendars
- Maintain meeting room use files
- Draft press releases and social media posts
- Post approved public literature in lobby
- Collect patron comments
- Create promotional graphics for website

REQUIREMENTS:

MINIMUM:

- High school diploma
- Experience with Microsoft Office especially Word, Publisher, and PowerPoint
- Strong organizational and communication skills
- 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 EXPERIENCE:

- Public library and reception and/or clerical experience
- Experience with marketing and promotions, especially Facebook, Instagram, and Twitter promotions

APPLICATION, RESUME, COVER LETTER: Due Monday, November 14, 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/

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*