



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. 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: Page

DEPARTMENT: Adult Services, Circulation, or Youth Services, reporting to Assistant Department Head

HOURS:

Flexible, part-time, year-round, approximately 10-20 hours weekly, including weekdays, evenings, and weekends. Paid time and a half on Sundays.

WAGE & BENEFITS:

\$10.10 per hour with increase possible upon successful completion of three-month orientation period and annual increases based on successful completion of annual review.

RESPONSIBILITIES:

- Provides positive, pleasant professional service to staff and public
- Sorts and shelves materials (books, DVDs, etc.) in a timely manner
- Retrieves materials for patrons and staff
- Maintains shelf organization and appearance
- Follows direction of supervisor
- Directs patrons to appropriate staff for assistance
- Assists in opening or closing of the Library
- Assists department staff before and after programs when needed
- Performs special assignments or duties as needed

REQUIREMENTS:

MINIMUM:

- Able to lift, bend, and stoop to shelve materials with reasonable accommodations as needed
- Able to push or pull carts weighing at least 20 pounds with reasonable accommodations as needed
- Able to visually review materials and discern vocal and audible tones with reasonable accommodations as needed
- Computer experience
- Desire to serve the public in a positive manner

APPLICATION: Open Until Filled. Applications are accepted on a rolling basis and kept on file for six months. Applicants will be contacted if a position becomes available during that six-month period.

YOUR APPLICATION MUST INCLUDE:

- completed library application form
- clerical skills test

The clerical skills test is available at the Library or can be taken electronically. It must be submitted within two weeks of your application. The application is available at the Library's Welcome Desk and the Library's website btpl.org/about-us/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