

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

EMPLOYMENT OPPORTUNITY AVAILABLE

- POSITION TITLE: Adult Services Page
- DEPARTMENT: Adult Services, reporting to Assistant Department Head
- RESPONSIBILITIES: **Direct public service:** provides positive, pleasant professional services to staff and public; directs patrons to appropriate staff for assistance; retrieves materials for patrons and staff. **Indirect public service:** sorts and shelves materials, reads shelves to ensure accurate order so that materials can be found by patrons; follows direction of supervisor; assists department staff as needed; maintains department supplies.
- REQUIREMENTS: **Minimum:** Able to lift, bend, and stoop to shelve materials; able to use step stool to shelve materials; able to push or pull carts weighing at least 20 pounds; able to visually review materials and discern voice and audible tones. Desire to serve the public in a positive manner. Computer/keyboard experience. **Desirable:** Public library work experience.
- HOURS: Part-time, approximately 10-12 hours weekly, including evenings, Saturdays, and some Sunday hours.
- WAGE & BENEFITS: \$8.90 per hour with increase possible upon completion of 3 month orientation.
- APPLICATION, COVER LETTER & RESUME DUE: January 20. A clerical skills test must accompany your application, cover letter and resume; both application and test are available at the Library. Application is also available online at btpl.org/about-us/employment.
- MAIL TO: Careers
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302-2410
248.642.5800
Email: careers@btpl.org

*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

A TYPICAL WORK WEEK FOR THE PUBLIC SERVICES PAGE MAY INCLUDE:

- shelve books in fiction section or alphabetically by author's last name and under the author by title.
- retrieve magazines from magazine storage area
- push heavily loaded cart of materials from Circulation into work area
- straighten all of Reference section of materials
- shelve books in non-fiction by Dewey number and Cutter (author) letters
- shift several ranges of shelving to make room for more books
- direct patron to appropriate desk for librarian's assistance
- take reading group books to lower level for shelving in compact shelves
- read shelves to put materials back in order
- photocopy flyers for public
- fill notepaper and pencil holders at each computer terminal
- cut recycled paper into notepaper size
- load materials on to book carts
- assist staff at programs by handing out fliers, showing movies, assisting presenters
- look up books in circulation module for statistics
- check booklists for status of material