



EMPLOYMENT OPPORTUNITY AVAILABLE

Bloomfield Township Public Library is seeking an enthusiastic, forward-thinking and experienced individual to serve as our Materials Services Assistant Department Head. The successful candidate will have a strong commitment to provide quality public service and the desire to work in a collaborative, team environment. Bloomfield Township Public Library is a class V library with a service population of 44,000+ people and an \$11 million annual operating budget. There is strong community support for the Library, its collections, services, and the programs offered. The Library promotes inclusivity in the diverse collections and programs available to all ages and abilities. Technology is integrated into library services. The successful candidate will have a strong commitment to providing quality public service and the desire to work in a collaborative team environment.

POSITION TITLE: **Assistant Department Head, Materials Services**

DEPARTMENT: **Materials Services, reporting to the Materials Services Department Head**

HOURS:

Full-time, 37.50 hours per week including nights and weekends on a flexible basis.

WAGE & BENEFITS:

\$32.31-\$45.23 per hour, with an increase upon successfully completing a 90-day orientation period. Paid time-off benefits include vacation, sick, personal business, holiday, emergency time, and paid parental leave. Health Insurance, Dental and Optical Insurance, Term Life and Disability Income Insurance provided. Defined contribution retirement plan and retiree health savings plan offered. Employee assistance program (EAP). Eligible for deferred compensation and other voluntary benefits. Professional membership and opportunities to participate in professional development are also available.

RESPONSIBILITIES:

- Provides positive, pleasant professional service to the Library.
- Assists Department Head in the supervision of all aspects of the Materials Services Department.
- Supervises Library Assistant 1s, Page and Volunteer positions, including training, scheduling, and annual performance evaluation.
- Supervises the physical processing and repair of all materials in the Library's collection.
- Oversees the department's processing supplies inventory and designated budget.
- Supervises accurate receiving of new acquisitions to the collection.
- Performs accurate batch-loading of records into the Integrated Library System (ILS).
- Works with the Department Head and public service staff to coordinate projects and to implement new collections.
- Contributes statistical reports related to department operations.
- Works with the Department Head in overseeing the maintenance of the library catalog and acquisitions, utilizing Sierra utilities and functions.
- Keeps the department running smoothly in the absence of the Department Head.

DUTIES MAY INCLUDE:

- Serve as Library Person-in-charge to respond to emergencies and resolve patron issues.
- Supervise Materials Services workflow and duties for a project involving call number updates.
- Schedule staff for coverage of daily department responsibilities.
- Attend Management Advisory Committee meeting in absence of Department Head.
- Check the invoices in Sierra for accurate entry by staff and approve for payment with the proper fund.
- Train volunteer to perform digitizing of a local newspaper for the library's Local History collection.

- Complete original cataloging of a family papers collection being added to Local History.
- Assist processor in resolving a problem with printing labels from a Word template.
- Other duties as assigned.

REQUIREMENTS:

MINIMUM:

- ALA accredited Master's degree in Library and Information Science.
- Minimum of three years' public library experience.
- Working knowledge of contemporary bibliographic maintenance standards and practices, including RDA and AACR2, Dewey Decimal Classification, and Library of Congress subject headings.
- Working knowledge of cataloging in various formats (including original cataloging) and authority control.
- Strong skills in using Windows-based computers, Microsoft 365, database searching, downloadable resources, and the internet.
- Strong organizational, communication and writing skills.
- Proven interpersonal skills to work effectively with staff in a team environment.
- Ability to interpret and analyze qualitative and quantitative data.
- Able to lift, push, and/or pull at least 20 pounds; ability to visually review materials and discern vocal and audible tones with or without reasonable accommodation.
- Strong desire to serve the Library in a positive manner.

DESIRED:

- Considerable knowledge and experience in Materials Services.
- Supervisory experience.
- Experience with Innovative Interface's Sierra and SkyRiver.

APPLICATION: Due August 3, 2026. Approximate start date: early-October, 2026

MUST INCLUDE:

- Resume
- Cover letter
- Completed library online application form

To apply, go to our website: <https://bloomfieldtpw.bamboohr.com/careers/73>

Careers
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302
248-642-5800
Fax: 248-642-4175
Email: careers@btpl.org

*We spark curiosity and imagination by connecting the community
to resources, technology, and support. For more information about the Library, visit our website at www.btpl.org*

Bloomfield Township Public Library provides equal employment opportunities to qualified persons without regard to race, color, sex, sexual orientation, religion, national origin, political views, age, disability, marital status, height, weight, or any other prohibited basis.