



EMPLOYMENT OPPORTUNITY

- POSITION TITLE:** Administration Clerk
- DEPARTMENT:** Administration, reporting to Assistant Library Director
- HOURS:** Part-time, 20 hours per week, including evenings and weekends
- WAGE & BENEFITS:** \$15.50 per hour with increase possible upon completion of three-month orientation. Pro-rated paid time off benefits, i.e., sick, personal business, vacation, holiday and emergency time. Term life and disability income insurance. Eligible for deferred compensation program.
- 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; assists with promotion of library events by preparing flyers, posters, newsletters, press releases; 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
- 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:** Public library and reception and/or clerical experience; graphic design skills.

Application, resume, cover letter, and clerical skills test due January 20, 2017. Application is available on the Library's website at www.btpl.org. Clerical skills test must be taken in the library during regular library hours.

Careers
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302

OR email to careers@btpl.org

The following are activities an Administration Clerk might do in a typical week:

- cover Welcome Desk
- complete word processing assignments
- file departmental typing projects
- assist patrons with meeting room requests
- coordinate meeting room set-ups with Facility Services staff
- complete and send meeting room contracts to registrants
- compile weekly schedule for meeting room calendar
- troubleshoot meeting room conflicts
- manage in-house forms on the Intranet
- enter the library's daily meetings and events on the computer
- attend department meetings
- compile meeting room statistics for monthly activity report
- photocopy materials for library staff
- create posters on plotter
- enter promotional information on online calendars
- maintain meeting room use files
- draft news releases
- post approved public literature in lobby
- collect patron comments
- create promotional graphics for website
- draft statistical reports and charts