



EMPLOYMENT OPPORTUNITIES

Bloomfield Township Public Library is looking for a professional and resourceful Library Assistant II committed to providing high-quality public library service. Bloomfield Township Public Library is a class V library with a service population of 44,000+ people and an \$8.9 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 provide quality public service and the desire to work in a collaborative team environment.

POSITION TITLE: **Library Assistant II**

DEPARTMENT: **Administration, reporting to Assistant Library Director**

HOURS:

Part-time, 20 hours weekly, including one evening per week and some weekends. Sundays are overtime, paid at time and one half in addition to the 20-hour schedule.

WAGE & BENEFITS:

\$21.35 - \$29.89 per hour. An increase is possible upon successful completion of orientation. Pro-rated paid time-off benefits, i.e., sick, personal business, vacation, holiday, and emergency time. Term life and disability income insurance provided, as well as an employee assistance program (EAP).

RESPONSIBILITIES:

- Provides positive, pleasant, professional services to patrons and staff
- Greets all library callers and visitors at the Welcome Desk
- Answers questions and directs patrons as appropriate
- Assists with promotion of library events by preparing flyers, posters, newsletters, press releases, and social media posts
- Assists patrons with meeting room reservations and coordinate set-ups with Facility Services staff
- 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:

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

REQUIREMENTS:

MINIMUM:

- High school diploma
- Experience with Microsoft Office especially Word, Excel, and PowerPoint
- Experience with Canva and email newsletter platforms
- Strong organizational and communication skills
- 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
- Desire to serve the public in a positive manner

DESIRABLE EXPERIENCE:

- Public library experience
- Customer service and/or reception desk experience
- Experience with marketing and promotions, especially social media

APPLICATION: Due Sunday, February 22. Start date: Mid-April

MUST INCLUDE:

- Resume
- Cover letter
- Completed library online application form

To apply, go to our website: <https://btpl.org/employment/>

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.