



## **EMPLOYMENT OPPORTUNITY**

The Bloomfield Township Public Library is seeking a professional and resourceful Library Assistant I to provide support to patrons at the Computer Help Desk. Bloomfield Township Public has a service population of 44,000+ people. There is strong community support for the Library and its collections, services and programs offered. Technology is integrated into Library services. The successful candidate will have a strong commitment to providing quality service to the staff and the public and the desire to work in a collaborative, team environment.

**POSITION TITLE:** IT Library Assistant I (Computer Help Desk)

**DEPARTMENT:** IT, reporting to IT Department Head

**HOURS:**

Part-time, 15 hours weekly. Includes evenings and weekends; Sundays paid at time and one-half in addition to the 15-hour schedule.

**WAGE & BENEFITS:**

\$18.56- \$25.99 per hour, per hour with increase possible upon successful completion of three-month orientation. Sick time. Employee assistance program (EAP).

**RESPONSIBILITIES:**

**DIRECT PUBLIC SERVICE:**

- Provides positive, pleasant professional patron support at the public service Computer Help desk, in the Computer Center, and Computer Lab
- Monitors and assists with the proper use of study rooms
- Demonstrates and provides one-on-one instruction to Library visitors in the use of copiers and computers in Computer Center
- Directs Library visitors to appropriate public service desks
- Provides A/V support in the absence of IT Assistants

**INDIRECT PUBLIC SERVICE:**

- Follows Computer Center opening and closing procedures
- Maintains and troubleshoots computer and copier equipment in the Computer Center and Library
- Maintains inventory of supplies
- Assists in the implementation of Library policies and procedures

**DUTIES MAY INCLUDE:**

- Set up computers and other equipment
- Clean public computer monitors, keyboards, and mice
- Assist patrons with public computers and equipment
- Assist library visitors with the copiers
- Complete closing procedures, including replenishing and tidying printers and copiers
- Maintain technology-related usage statistics
- Assist with IT projects as directed
- Troubleshoot wireless connection issues

**REQUIREMENTS:****MINIMUM:**

- High school diploma; knowledge of various computer hardware and software, such as Microsoft Office, Internet and Social Media, printing and scanning, etc.
- Able to lift, push, and/or pull at least 50 pounds with or without reasonable accommodation; ability to visually review materials and discern vocal and audible tones with or without reasonable accommodation
- Strong attention to detail
- Dependable and flexible work habits
- Desire to serve the public in a positive manner

**DESIRABLE:**

- Public library work experience
- Experience supporting public computer users

**APPLICATION:** Due Monday, August 18

Employment Start Date: late September

Your application 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](mailto: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: [www.btpl.org](http://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.