



EMPLOYMENT OPPORTUNITY

The Bloomfield Township Public Library is seeking a professional and resourceful Circulation Clerk to support the Library's circulation needs. The Bloomfield Township Public Library is a Class 5 Library, with a service population of 42,000+ 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 provide quality service to the staff and the public and the desire to work in a collaborative, team environment.

POSITION TITLE: Circulation Clerk
DEPARTMENT: Circulation, reporting to Department Head

HOURS:
Full-time, 37.5 hours weekly, including some evenings and weekends.

WAGE & BENEFITS:
\$19.26 to \$25.45. Benefits include health, dental, and optical insurance (each single or family). Optional retirement plan, term life insurance, disability income insurance and paid time off, including sick, emergency, personal, and holiday time.

REQUIREMENTS:

MINIMUM:

- High school diploma
- Circulation experience (2 year minimum)
- Experience working with Windows-based computers and POS systems
- Excellent interpersonal verbal and written communication skills
- Work independently
- Strong attention to detail
- Dependable and flexible work habits
- Desire to serve the public in a positive manner
- Able to lift, push, and/or pull at least 20 pounds
- Able to visually review materials and discern voice and audible tones

DESIREABLE

- Sierra/Innovative knowledge
- Interlibrary Loan experience (MeLCat preferred)

RESPONSIBILITIES:

DIRECT PUBLIC SERVICE:

- Provides positive, pleasant professional services to public at the Circulation desk
- Handles money transactions
- Directs library visitors to appropriate public service desks

INDIRECT PUBLIC SERVICE:

- Keeps statistics for reporting
- Uses current technologies for communication
- Performs closing procedures for Circulation desk
- Oversees department in absence of supervisors
- Assists in the development and implementation of library policies and procedures

PROFESSIONAL DEVELOPMENT:

- Maintains knowledge of state-of-the art technologies and directions
- Participates in professional organizations; seeks opportunities for professional growth and development
- Maintains knowledge of MeLCat processing through MCLS workshops

DUTIES MAY INCLUDE:

- Answer department telephone and check voicemail
- Process incoming and outgoing MeLCat items
- Maintains Interloan/MeLCat Policies and Procedures portion of the Circulation Policies and Procedures manual
- Run MeLCat Reports and reports returned to long items to MCLS for tracing
- Completes monthly and annual MeLCat statistics
- Invoices Libraries for long overdue
- Works with MCLS for items returned and/or received too long and maintain document correspondence with borrowing libraries for reimbursement
- Check out and in materials from the Library collection and (Michigan eLibrary)
- Renew items over the telephone and at desk, resolve patron problems regarding renewals
- Check contents of cases used to hold CDs, books on tape, DVD to verify all associated items returned
- Process items returned damaged as well as items going to repair
- Explain and collect overdue fines and fees for lost or damaged items
- Discuss notes on patron record with patron, explaining and resolving any problems
- Explain residency requirements to obtain library card
- Process patron registration information verify accuracy of patron database
- Collect fees for lost library cards
- Run hold pickup notices periodically throughout the day
- Retrieve tills from safe and count cash tills in morning to check accuracy
- Balance cash tills at closing and take tills to safe
- Complete assigned off desk duties
- Assist Clerical Assistants with procedures in the absence of supervisors
- Resolve patron problems in the absence of supervisors
- Direct patron to appropriate department or desk for assistance
- Check gate alarms on RFID (Radio-frequency identification) system
- Show patrons how to use self-check machines
- Assist with curbside delivery

APPLICATION: Due Friday, February 18.

Your application must include:

- resume
- cover letter
- completed library application form
- clerical skills test

The clerical skills test must be taken at the Library. The application and the test are available at the Library's Welcome Desk. The application is also available on the Library's website at btpl.org/about-us/employment-volunteer/

TO:

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

Applications can also be delivered to the Library in person.

*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*