



## **EMPLOYMENT OPPORTUNITY**

The Bloomfield Township Public Library is looking for an enthusiastic, energetic clerical assistant committed to high quality library service to children and their families and ready to join the Youth Services team. The Bloomfield Township Public Library is a class V Library, with a service population of 42,000+ people. There is strong community support for the Library, collections, services, and 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: Clerical Assistant**

**DEPARTMENT: Youth Services, reporting to Department Head**

### **HOURS:**

Part-time, 20 hours weekly, Monday through Friday; morning and afternoon hours; ability to work flexible schedule year-round (including occasional weekend or evening hours for special programs and events).

### **WAGES & BENEFITS:**

\$ 16.84-22.26 per hour with increase possible upon completion of three-month orientation.

### **RESPONSIBILITIES:**

#### **DIRECT PUBLIC SERVICE:**

- provides positive, pleasant professional service to the public assisting the Youth Services librarians
- provides support for youth programs
- assists public with children's iPads and Youth Services copier

#### **INDIRECT PUBLIC SERVICE:**

- assists with department services
- assists in opening department for service
- creates and maintains Youth Services bulletin boards and displays
- organizes and maintains in-house programming supplies
- updates department inventory lists using Word/Excel
- Policy - assists in the development and implementation of library policies and procedures

#### **DUTIES MAY INCLUDE:**

- requesting copies of weekly story time handouts
- assembling take & make craft and/or story time kits
- preparing craft materials for youth programs
- retrieving materials for story times and other programs
- maintaining coloring/activity sheet supply at Youth Services Desk
- maintaining youth bibliography collection rack, replenishing brochures
- checking contents on returned accessibility support collection and other multi-media Youth Services materials
- using computer to check in new magazines and youth materials
- shelving new materials
- creating seasonal displays in the Youth Room
- maintaining Youth Services bulletin boards
- requesting supplies and maintaining inventory of Youth Services Desk supplies
- assisting youth librarians with special projects

- monitoring and cleaning iPads in Youth Room
- filing and organizing in-house collection materials after program use
- maintaining craft supply inventory for programming use
- Weekly cleaning/disinfecting hard-surface toys (pending return of some toys to play area)
- maintaining picture guides for multi-media materials in special needs collection and world languages collection
- using library catalog to verify holdings
- assisting with large-scale Youth Services programs and events
- working with student volunteers
- creating and maintaining Youth Services passive activity table

## **REQUIREMENTS:**

### **MINIMUM:**

- High school diploma
- Experience working with current Windows-based technology
- Experience with arts and crafts
- Ability to work independently
- Strong attention to detail
- Dependable and flexible work habits
- Able to push or pull carts weighing at least 20 pounds with reasonable accommodations as needed

### **DESIRABLE:**

- Public library work experience
- Excellent organizational skills
- Experience working with current portable electronic devices

## **APPLICATION:** Closes Monday, April 24.

Your application must include:

- Completed library application form
- Cover letter
- Resume
- Clerical skills test

The clerical skills test can be taken electronically at home or on paper at the Library. It must be submitted before the closing date. The application is available at the Library's Welcome Desk and the Library's website [btpl.org/about-us/employment-volunteer/](http://btpl.org/about-us/employment-volunteer/)

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)

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](http://www.btpl.org)*