



## **EMPLOYMENT OPPORTUNITY**

Bloomfield Township Public Library is looking for two enthusiastic, energetic library assistants committed to high quality public library service. Bloomfield Township Public Library is a class V library with a service population of 44,000+ people and has a \$7.9 million annual operating budget. There is strong community support for the Library, its collections, its 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**

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

**NUMBER OF OPENINGS:** 2

**HOURS:**

Part-time, 20 hours weekly. Includes evenings and weekends on a flexible basis.

**WAGES & BENEFITS:**

\$20.03 - \$26.47 per hour with an increase upon successfully completing a 90-day orientation period. Pro-rated paid time-off benefits include vacation, sick, personal business, holiday, and emergency time. Term life and disability income insurance provided, as well as an employee assistance program (EAP).

**RESPONSIBILITIES:**

Library assistants will serve the public at the Library's service desks. Other regular duties include materials advisory, reference services, and helping patrons access the Library's technology services including the online catalog. Library assistants will work positively and collaboratively across departments to accomplish goals. Library assistant projects may include assisting with programs, collection development, the creation of marketing content (website, social media, etc.), outreach to the community, and other duties as assigned.

**REQUIREMENTS:**

**MINIMUM:**

- Graduation from an accredited college or university or any equivalent combination of training and experience.
- Dedication to library service of a diverse population.
- Proficiency in the use of computers, including the ability to access and utilize internet and database resources, social media platforms, and office software applications.
- Ability to lift, push, and/or pull at least 20 pounds; ability to visually review materials and discern vocal and audible tones, with accommodations as needed.

**DESIRABLE:**

- Recent public library or customer service experience.

- Familiarity with social media platforms, WordPress, Canva, and online newsletter software.
- General knowledge of library collections, databases, downloadable materials, website, and online catalogs.

**APPLICATION:** Due Saturday, December 23, 2023  
Employment Start Date: approximately mid-February 2024

Please indicate in your application whether you are applying for the Adult Services position, the Youth Services position, or if you wish to be considered for both.

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

The application is available at the Welcome Desk and on the Library's website at <https://btpl.org/employment/>. The clerical skills test is available at the Library or can be taken electronically. It must be submitted within two weeks of your application.

Careers  
Bloomfield Township Public Library  
1099 Lone Pine Road  
Bloomfield Township, MI 48302  
Email: [careers@btpl.org](mailto:careers@btpl.org)  
Fax: (248) 258-2555

Applications may also be delivered to the Library in person.

*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](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.