



Northville District Library

248.349.3020

The Northville District Library seeks an enthusiastic, experienced, and innovative Librarian for a full-time position to oversee the Library's Technical Services functions and also assist with service to adults.

Position: Head of Technical Services

40 Hours per week, including some weekends and evenings.

Duties include: Manages the Library's Technical Services functions, including linking, serials, processing and database maintenance. Supervises Technical Services staff and assures the smooth functioning of this vital area. Coordinates volunteers. Provides reference and reader's advisory service for patrons of all ages at the Public Service desks. Responsible for collection development in specified areas of the Adult collections. Creates and analyzes statistical reports, using ILS-generated data. Works closely with other departments to achieve excellent and efficient service to the public.

Requirements:

- MLS from an ALA-accredited college or university.
- Strong public service orientation.
- Excellent interpersonal and communication skills.
- Supervisory experience preferred.
- Public library experience with emphasis on Technical Services functions strongly preferred.
- Knowledge of Sirsi Symphony a plus
- Experience with creating spreadsheets and working with collection data preferred.

Salary range:

From \$50,550 to \$58,200

Benefits include health insurance (medical, dental and vision), disability insurance, and MERS retirement. Paid time off includes sick, vacation, holiday and personal business time. This is a Union position.

Deadline for application: Thursday, June 2, 2016

Submit Application with Resume to:

Carla Eggert, Administrative Assistant
Northville District Library
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Northville, Michigan 48167-1560
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Email: ceggert@northvillelibrary.org