



### **JOB POSTING**

The Northville District Library seeks an enthusiastic, experienced and innovative Librarian for a full-time position to oversee the Library's Adult Services Department.

**Position:** Head of Adult Services  
40 Hours per week, including some weekends and evenings  
This is a Union Position

**Salary Range:** \$57,449.60-\$66,206.40 based upon prior work experience

**Benefits:** Health Insurance (medical, dental and vision), disability insurance, and MERS retirement. Paid time off includes sick, vacation, holiday, and personal business time.

**Essential Duties Include:**

- Supervises the Departmental staff which includes the training, mentoring, and motivating of team members and evaluates their performance
- Coordinates, oversees, and participates in departmental programs and services
- Serves as the Adult Services Department Representative at internal and external meetings and events
- Manages the Adult Services Department's assigned budget
- Directs workflows and develops procedures for the department
- Provides reference, readers' advisory, and library services support for users of all ages at the public Information and Reference Desks
- Evaluates the scope and effectiveness of current programs and services and compiles statistical and analytical reports
- Recommends changes in programs, services, and collections based upon new developments in the library field and directs their implementation
- Effectively develops and maintains assigned collection areas
- Develops and promotes the library's local history collection
- Creates, oversees, and participates in Adult Services' outreach activities
- Communicates effectively with staff and patrons

- Serves on the library's management team, assists the Director with operational activities and contributes to development and implementation of strategic initiatives
- Acts as a library representative to community organizations
- Serves as the Librarian-in-Charge of the building when assigned
- Participates in Continuing Education opportunities
- Performs related duties as assigned

**Required Qualifications:**

- Master's Degree in library science from an ALA-accredited college or university
- Possess a Level I Permanent Professional Certificate from the Library of Michigan
- Three to five years' experience working in an Adult Services department
- Ability to adapt to change in the work environment
- Ability to create new services and procedures incorporating new theories and technologies as applicable
- Ability to prioritize duties and tasks
- Critical thinking skills
- Excellent interpersonal and communication skills
- Experience in working independently and as part of a team
- Ability to work collaboratively across library departments
- Knowledge and proficiency in MS Office, online resources, social media and emerging library technologies
- Knowledge of adult literature and library usage habits in order to manage collections and programs, as well as address reference queries
- Knowledge of library functions, rules, policies, and procedures
- Strong public service orientation

**Deadline for application:** March 18, 2022

Please submit a resume, cover letter and application to:

Carla Eggert, Administrative Assistant  
Northville District Library  
212 West Cady Street  
Northville, MI 48167-1560

Email: [ceggert@northvillelibrary.org](mailto:ceggert@northvillelibrary.org)

Applications can be accessed at: [https://northvillelibrary.org/?page\\_id=22288](https://northvillelibrary.org/?page_id=22288)