



NORTHVILLE DISTRICT LIBRARY

JOB POSTING

The Northville District Library seeks an enthusiastic and innovative individual for a part-time position to serve as one of its Adult Services Librarians.

Position: Adult Services Librarian
20 Hours per week, including some weekends and evenings
This is a Union Position

Salary Range: \$25.36-\$29.57 based upon prior work experience

Benefits: Paid time off includes sick, vacation, holiday, and personal business time.

Essential Duties Include:

- Participates in community outreach activities
- Develops and implements a variety of adult programming including book clubs and other literature-based programming, summer reading, crafting and hosting performers in in-person, hybrid or virtual settings
- Develops and maintains adult collection areas by reviewing, evaluating, selecting, purchasing, and withdrawing materials
- Provides reference, readers' advisory, and library services support for users of all ages at the public Information and Reference Desks
- Promotes informational literacy and facilitates learning in the library using a variety of techniques
- Recommends changes in programs, services, and collections based upon new developments in the library field
- Communicates effectively with staff and patrons
- 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 or II Professional Certificate from the Library of Michigan. Candidates without this certification will be considered for the position, but will be required to obtain such certification within six months as a condition of their employment
- Posses a strong commitment to serving multi-generational adult patrons
- 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
- Knowledge and proficiency in MS Office, online resources, social media and emerging library technologies
- Knowledge of adult literature, both current and classic, 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 24, 2023

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