



## NORTHVILLE DISTRICT LIBRARY

### **JOB POSTING**

The **Northville District Library** seeks an enthusiastic and service-oriented Librarian for a full-time position, as follows:

**Position:** **Librarian, Systems and Cataloging**

40 Hours per week, including one regular weekday evening, every third Saturday, and occasional Sundays.  
Reports to Head of Technical Services.

**Salary:** \$55,744.00 - \$69,180.80 based upon prior work experience

**Benefits:** Health insurance (medical, dental, and vision), MERS defined benefit retirement, life and disability insurance, vacation and sick leave, personal business days and holidays. This is a Union position.

**Duties:**

- Manages all aspects of the Library's integrated library system, including data migration, implementation, maintenance, troubleshooting, and upgrades.
- Trains staff in all departments on appropriate use of all modules of the ILS and maintains up-to-date training documentation for use by both staff and patrons.
- Advises and makes recommendations on best practices regarding the ILS to Administration.
- Performs both original and copy cataloging of library materials using MARC format, Library of Congress subject headings, Dewey Decimal classification, and other industry standards.
- Assists with the physical processing of library materials as needed.
- Provides reference, instructional, and reader's advisory services for patrons of all ages on the public reference desks.
- Participates in continuing education opportunities, especially those related to systems and technical services.
- Provides backup IT support as needed.
- Works on special projects.
- Communicates effectively with Library staff and patrons.

**Required Qualifications:**

- MLS from an ALA accredited college or university.
- Possess a Level I Permanent Professional Certificate from the Library of Michigan.
- Experience administering integrated library systems, especially TLC's CARL system and ByWater Solutions' Aspen and Koha products.
- Excellent communication and interpersonal skills.
- Excellent technology skills.
- Experience cataloging all manner of library materials for all age groups.
- Experience writing instructional documentation.
- Proven ability to establish and maintain effective working relationships with colleagues and the public.
- Critical thinking skills.
- Strong attention to detail.
- Strong public service orientation.

**Preferred Qualifications:**

- Collection development experience.
- Basic web development skills, HTML.
- Public Library experience.

**Deadline for application:** Friday, February 7, 2025

**Submit Application, Cover Letter, and Resume to:**

Maureen Simari, Head of Technical Services  
Northville District Library  
212 West Cady Street  
Northville, Michigan 48167-1560  
[msimari@northvillelibrary.org](mailto:msimari@northvillelibrary.org)