



## Adult Services Librarian Employment Opportunity

<b>POSITION:</b>	<b>Adult Librarian</b> Part-time, professional position
<b>FLSA STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Head of Adult/Assistant Director
<b>HOURS:</b>	24 hours per week, including at least one evening a week and every other Saturday. Set schedule with the option of additional substitute hours. We are closed on Sundays.
<b>PAY RATE:</b>	MLIS or MSI degree: \$19-\$21 based on experience and education
<b>BENEFITS:</b>	Pro-rated vacation, sick, and personal business leave

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Offer excellent customer service focusing on adult services
- Provide reference and readers' advisory services to customers of all ages
- Assist customers in the use of the library and its print and digital collections
- Purchase and maintain assigned collections with a generous budget
- Plan and conduct regular programming including; focusing on the various adult ages and stages
- Collaboratively utilize social media, website content, newsletters, and display areas to promote programming, collections, and services
- Follow and apply all library rules, policies, procedures and patron privacy laws
- Perform related duties as required

### KNOWLEDGE, SKILLS AND ABILITIES:

- Enthusiasm for adult services and commitment to public service excellence
- Demonstrated knowledge of library materials and resources for adults ages 18+ and up
- Computer literacy and an ability to provide technology instruction
- Ability to work effectively and courteously with the public and other library employees
- Strong interpersonal, communication, organizational, and time management skills

### EDUCATION AND EXPERIENCE:

- ALA-accredited Master in Library and Information Science or Master of Science in Information
- We will consider students at least ½ way through an MLIS or MSI degree with public or school library experience
- 1+ years of public or school library experience preferred

### PHYSICAL DEMANDS:

- Be able to stand, stoop, sit, and reach
- The physical demands are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions

**White Lake Township Library reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities and position title as it deems necessary to meet the needs of the Library at any time with or without notice. This job description is not an exhaustive list of all duties, responsibilities and qualifications; it is intended to describe the major responsibilities and requirements of the position. The White Lake Township Library is an equal opportunity employer.**

Closing Date: Applications accepted until filled.

Application: Email cover letter, resume and completed application form Amy Rosen, Assistant Director and Head of Adult Services, [arosen@whitelakelibrary.org](mailto:arosen@whitelakelibrary.org).

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