

Milan Public Library Job Posting

Title: Librarian, Adult Reference Service Part-Time (16 hours/week)

Salary: \$16/hour

Description:

- Provide reference and reader's advisory for patrons of all ages
- Provide as needed and scheduled assistance to patrons with computer technologies and online resources, including the catalog, eBooks, MEL databases, internet tools, social media, basic Microsoft Office tools, etc.
- Develop, catalog, manage and weed audio book and music collections
- Assist with the delivery of adult programs and services
- Assist with the library's website, publicity, publications, social media and other communications mechanisms
- Review donations and select items for addition to the collection

Required Qualifications:

- ALA accredited MLS
- Demonstrated ability to work effectively with the public and colleagues
- Basic knowledge of public library missions, programs, resources, services and collections
- Ability to work regular evening and weekend shifts throughout the year
- Demonstrated comfort and competence with technology

Desired Qualifications:

- Library public services experience, especially in a public library setting

Please send cover letter and resume to:

Reference Position
Milan Public Library
151 Wabash St.
Milan, MI 48160

OR email to: job@milanlibrary.org

PLEASE, no phone calls!

Applications received by Monday, September 9, 2013 will be given first consideration.