



The Dexter District Library is seeking candidates for a part-time, entry level Reference Librarian position in the Adult Department. Resumes will be reviewed until the position is filled.

Position – Entry Level Reference Librarian - Adult Department

Rate of Pay/Benefits

\$15.00 per hour / Part-time, no benefits – up to 20 hours per week including evening and weekend hours.

Description

The Reference Librarian, under the supervision of the department supervisor, will be responsible for specific aspects of the Library's reference services. The Adult Reference Librarian works with the Head of Adult Services to deliver high quality information services to the community served by the Dexter District Library.

Requirements

Master's degree in Library Science from an ALA accredited graduate school

Commitment to customer service

Coursework and experience with computers, electronic reference resources and the Internet

Knowledge of library collection development tools, reference materials and bibliographic sources

Possess or be eligible for a valid Michigan Professional Librarian's Certificate

Possess valid Michigan driver's license

Demonstrated ability to

Effectively communicate orally and in writing

Stimulate interest in Library collections and facilities

Project an enthusiastic and positive image of the Library

Set priorities in a changing environment and make decisions in a timely manner

Achieve and maintain cooperative and effective relationships with the Director, Supervisor, other staff members and members of the general public

Work comfortably with all age groups

Organize and supervise work of others

Duties

Provides accurate reference service through a variety of delivery systems (in-person, over the telephone and via e-mail)

Develops and maintains aspects of the Library's collections; evaluates and recommends materials for purchase; responsible for maintenance of the collection through inventory, shelf reading, weeding and discarding materials

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- Exercises supervision over paraprofessional, technical, and clerical services staff as assigned
- Writes press releases and other promotional literature
- Creates in-house displays and decorations highlighting programs and areas of the collection
- Creates bibliographies and other finding tools
- Provides Library promotional presentations and tours to outside groups
- Effectively uses and is able to teach others to use the Library's electronic catalog
- Verifies that certain materials are not owned by the Library and takes appropriate steps to secure materials through interlibrary loan or purchase
- Assists patrons in locating materials in the collection
- Possesses the ability to perform all tasks related to the circulation of materials
- Supervises behavior of patrons
- Enforces Library policies
- Other duties as assigned

Physical Activity

- Walking around and standing for 2-4 hours at a time
- Ability to use standard computer terminals with 14" screens
- Lifting and carrying boxes (up to 25 lbs.); stooping, bending, reaching overhead and horizontally to retrieve books from shelves; pulling, pushing full book carts, etc.

Professional Development

Maintains an interest in and current awareness of developments relevant to the position through professional journals, workshops and continuing education.

Terms of Employment

Part-time wage, benefits, and termination of employment in accordance with Board policy. Work schedule will include evening and weekend hours. The department supervisor will determine the schedule. Employment is in good faith and at will. There is a three-month probationary period.

Evaluation

The department supervisor will evaluate employee performance of this job in accordance with Board Policy.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

Cover letters and resumes may be mailed to Dexter District Library, 3255 Alpine St., Dexter, MI 48130. Fax resumes to 734-426-1217 Attn. Paul McCann, Library Director. When e-mailing resumes, please copy all of the following to ensure timely processing:

Paul McCann, Library Director pmccann@dexter.lib.mi.us

Lisa Ryan, Head of Adult Services lryan@dexter.lib.mi.us

Kim Swoverland, Administrative Assistant kswoverland@dexter.lib.mi.us