



Clarkston Independence District Library
6495 Clarkston Road
Clarkston, Michigan 48346

Business & Marketing Librarian

The Clarkston Independence District Library seeks a creative, enthusiastic librarian to join a positive, team-oriented work environment to interface directly with the local business community and guide the library's marketing strategies.

Hours: 40 hours per week, includes some evenings and weekends
Salary: \$40,000-\$46,000 depending on qualifications and experience
Benefits: Health, dental, and optical insurance; Disability and life insurance; Vacation, sick and personal days; Retirement plan.

Primary Duties and Responsibilities:

- Work closely with the Clarkston Area Chamber of Commerce to create relationships with local businesses and develop collections and resources to serve the local business community
- Design a variety of programs and activities at the library and off-site to promote the use of business resources and fulfill local business needs
- Meet with business owners on or off-site, as needed, to help fulfill their research needs
- Assist in educating local businesses about successful marketing techniques
- Develop and guide the library's marketing strategies
- Assist patrons in obtaining information in a variety of formats
- Provide readers' advisory services
- Participate in developing Library policies and procedures

Qualifications:

- MLIS from an ALA accredited institution
- Experience working with a variety of business resources & enthusiastic commitment to promoting and educating others about them
- Strong organizational and planning skills with the ability to work independently and as part of a team
- Background in advertising and/or marketing
- Confident and engaged in a variety of social media techniques
- Comfortable working and presenting at the library and at off-site locations
- Public library reference desk experience
- Collection development and budget management experience
- Desire and ability to provide excellent customer service

Reports to the Head of Adult Services

Send cover letter, resume, and contact information for three professional references by email, mail or fax to:

Julie Meredith, Library Director
Clarkston Independence District Library
6495 Clarkston Road
Clarkston, MI 48346
juliem@indelib.org
Fax: 248.625.8852

Deadline for applications: October 27, 2014 at 5:00pm

An Equal Opportunity Employer