Romulus Public Library

Part-time Adult Services Librarian (29 hours/week)

Job description:

* Provide reference assistant and reader’s advisory to library patrons of all ages
* Select, develop and maintain adult collections as assigned
* Plan, prepare for and present programming for adults including computer instruction classes
* Manage Adult Literacy Program
* Provide outreach to the community and seek partnership opportunities with community organizations
* Manage Circulation Desk including keeping staff informed, maintaining reference sources and procedural documentation, accepting meeting room applications, and responding to patron issues
* Assist patrons at the circulation desk in person and on the phone as needed
* Attend staff meetings, professional meetings and workshops for continuing education
* Act as librarian in charge as needed when Director is out of the office
* Work with volunteers as they are available to provide excellent service and programming
* Other duties as assigned

Qualifications:

* Master’s Degree in Library Science from an ALA-accredited library school
* Eligible for Michigan Public Library Certification
* Experience in a public services position in a public library or equivalent experience
* Skill in planning and presenting library programs
* Ability to establish and maintain effective interpersonal relations with others
* Computer literacy including use of databases and word processing required; experience with SIRSI preferred
* Ability to provide superior customer service to library users of all ages
* Ability to operate standard office equipment
* Ability to work cooperatively with library staff and volunteers in a team environment
* Ability to produce neat, accurate and timely work within an established time frame
* Excellent written and oral communication skills
* Ability to lift and push up to 25 pounds

**Hours:** 29 hrs/wk. including some evenings and Saturdays

**Pay rate:** $18/hr.

**Benefits:** none

**Reports to**: Library Director

**HOW TO APPLY:** Submit a City of Romulus application and resume to the:

City of Romulus

Human Resources Department

11111 Wayne Road

Romulus, MI 48174

The application is available on the City’s website: www.romulusgov.com

**APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED**