



Position: Information Services Librarian, Full Time

Job Duties:

- Provides readers' advisory, reference services and computer assistance using a variety of collections, materials and formats
- Plans, implements and promotes programming services appropriate to the needs of the community with a focus on youth; birth through age eleven
- Participates in collection development and maintenance, keeping within monetary and physical space constraints
- Engages in outreach opportunities within the community
- Works positively and collaboratively across departments to accomplish department goals

Job Requirements:

- MLS from an ALA accredited school
- Experience working with youth; birth through age eleven preferred
- Knowledge of youth literature
- Dedication to public service
- Enthusiastic, friendly, self-motivated and creative
- Strong obligation to confidentiality
- Knowledge of Internet and computer related technology
- Strong organizational skills and attention to detail; verbal, written, and interpersonal communication skills
- Physical mobility, vision, hearing, and manual dexterity essential
- Maintain physical condition necessary for sitting, standing, bending, and /or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 500 pounds; operating assigned equipment; picking up litter; spreading ice melt

Salary: \$39,677.00 annually

Hours: 40 hours per week, including evening and weekend hours

Benefits:

- Vacation, personal business, and sick time
- Health, vision, dental, and life insurance
- Retirement plan

Application:

- Resume, cover letter and application required
- Available at <http://www.novilibrary.org/AboutUs/Employment.asp>
- Send to: Marcia Dominick, Administrative Assistant
Novi Public Library
45255 W. Ten Mile Road
Novi, Michigan 48375
- E-mail: mdominick@novilibrary.org

Deadline: Saturday, May 30, 2015 at 5 p.m.