



Belleville Area District Library

JOB POSTING

Adult Services Librarian -- Full Time

Salary: \$40,000 - \$44,000 / year

Posted: June 10, 2015

Deadline: June 26, 2015

The Belleville Area District Library is a Class V Library serving a diverse population of 42,000 in Belleville, Van Buren Township, and Sumpter Township. The 11,000 square foot library is located 10 minutes west of Metro Airport and is near I-94 and I-275.

Responsibilities:

- Provides reference, readers' advisory, and computer assistance to library patrons
- Responsible for collection development of adult nonfiction, reference, periodicals and subscription materials, and other assigned areas, including selection, weeding, and promotion of collection
- Plans, implements, and promotes adult programming, including technology and library services training
- Contributes content for library webpage; Duties may include more involved web development
- Works as liaison between the library and other community groups
- In charge of the library and staff in the absence of the director and assistant director
- Represents the library at adult services meetings of The Library Network
- Stays abreast of adult service library trends

Qualifications:

- MLS or equivalent from an ALA accredited program
- Possesses or is eligible for a level 2 certificate from the Library of Michigan
- Must demonstrate effective management and communication skills
- Must have a strong public service orientation
- Enthusiastic, friendly, self-motivated and creative
- Strong obligation to confidentiality
- Tactfulness and adaptability in dealing with colleagues, the Board, and the public
- Able to do basic troubleshooting of computers and printers
- Knowledge of Office 2013
- Knowledge of social networking, downloading eBooks, and other Web-related technologies
- Knowledge of Joomla, WordPress, or other CMS preferred
- Comfortable instructing others in the use of digital resources, in both group and one-on-one settings
- Must be able to stoop, bend, reach, walk, stand, and lift up to 20 pounds

To Apply:

Submit cover letter, resume, and three references to:

Hilary Savage, Assistant Director
Belleville Area District Library
167 Fourth St.
Belleville, MI 48111

hsavage@belleville.lib.mi.us