



## RECRUITMENT ANNOUNCEMENT

### **Librarian (Part-time)** *Troy Public Library – Adult Services*

\$18.50 - \$25.50/hour

Posting Date  
December 2, 2016

Closing Date  
**Open Until Filled**

*“We believe a strong community embraces diversity, promotes innovation, and encourages collaboration.  
We strive to lead by example within the region.  
We do this because we want everyone to choose Troy as their community for life.  
We believe in doing government the best”*

The [Troy Public Library](#) is the hub of the vibrant, dynamic, and diverse City of Troy. The Library sees over 700,000 visitors per year and serves an educated and involved community. Being engaged with up-to-date technology is a priority and a value to Library staff, residents, and businesses.

Under the direction of the Head of Adult Information Services, the Librarian performs a variety of professional and public service tasks in order to support the educational, recreational, business, and cultural needs of the community.

#### **DUTIES**

- Create, plan, promote, and implement library programs for adults, on and off-site.
- Participate in selection, development, marketing, and evaluation of the library's print collection.
- Develop and conduct outreach programs for community organizations, businesses and institutions to publicize adult library programs and resources.
- Serve as on-duty staff as needed, making decisions dealing with library security, policy, emergency procedures, customer service and conflict resolution.
- Perform related work as assigned.

#### **REQUIREMENTS**

- Master of Library Science degree from a library school accredited by the American Library Association. Candidates ***must submit proof of degree with application and official transcript at time of interview.***
- Demonstrated proficiency with electronic databases, Microsoft Office applications, social networking sites, and mobile technology, especially as it relates to eBooks and other digital resources.
- Ability to interact courteously and effectively with the public, library staff, library volunteers, and other City departments.
- Ability to work in a collaborative, dynamic, fast-paced environment, using excellent organizational and time management skills.
- Must possess a valid Michigan Driver's License with a good driving record (based on City of Troy standards).
- As a condition of employment, the successful candidate must pass a background check and pre-employment physical, including drug screen.

#### **PREFERENCES**

- Experience teaching technology such as eReaders, tablets, smartphones, online databases, etc. in a group and/or one-on-one environment.
- Public Library experience.
- Knowledge of Polaris Library System Software.

**HOURS:** Part-time, year-round. Twenty (20) hours per week. Schedule will be varied to include day, evening and weekend shifts.

#### **APPLY**

Applications are available at [www.troy.mi.gov/jobopenings](http://www.troy.mi.gov/jobopenings) and can be sent to [apply@troy.mi.gov](mailto:apply@troy.mi.gov) or turned into the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084.

If an applicant was evaluated under a recent job posting for this classification but was not selected he/she may not be contacted under this recruitment.

Your application is part of the review process; be sure it is complete. Attaching a resume is required, however, all information requested on the application form must be completed (*i.e. writing "see resume" is not sufficient*).

#### **AN EQUAL OPPORTUNITY EMPLOYER**

The City of Troy does not discriminate against persons with disabilities in employment or the provision of services. If you have a disability and may need accommodation in order to participate in this process, please contact the Human Resources Department at least two (2) working days in advance of the date needed. An attempt will be made to make reasonable accommodation.