# **Notice of Vacancy/Job Posting**

**Position:** Part-Time Reference and Technology Librarian

**Location:** Fraser Public Library

**Salary and Hours:** Part-time Non-Union position; Salary DOQ; hours vary and may include nights & Saturdays (average 16-20 hours per week).

***JOB POSTING***

**From Monday, June 5th 2017 ~ Friday, June 23rd, 2017.**

***Principle Responsibilitie***

* Provides a full range of reference services to the public including print and non-print resources, as well as assistance with interlibrary loan information and searching.
* Assists staff and patrons in the use of personal computer equipment and software and technology related to the library. This includes troubleshooting hardware and instructing in software.
* Maintains/manages Library WordPress website and Library information on City website.
* Make suggestions for collection development and technology purchases.
* Assists with cataloging and processing as well as other duties as assigned.
* Assists with programming and groups as well as at the Circulation Desk as necessary.
* Suggests improvements in information delivery and technology functions.
* As necessary, assumes responsibility for supervision of library and staff including intervening in patron/staff disputes and enforcing library policy throughout the building.

***Qualifications***

* Master’s degree in Library Science or 27 hours towards an MLIS

***Necessary Special Requirements***

* Knowledge of print and online information, resources, computers and software programs.
* Strong knowledge and skill in using personal computers, social media, portable devices such as laptops and tablets, using the Internet and PC applications (e.g., Microsoft Office, email.
* Knowledge of HTML, CSS, PhP, JavaScript, SQL, Photoshop, Web Design, WordPress and WordPress functions, or similar, in conjunction with the ability to design, creat and maintain the library’s website.
* Ability to communicate clearly and concisely with staff, patrons and technology vendors is required.
* Knowledge of Windows 10 Operating System, Deep Freeze, SirsiDynix Symphony ILS and Envisionware PC Reservation is preferred.
* Treats the public with courtesy and tact and serves people of all ages; pleasant, approachable demeanor.
* Ability to lift up to 40lbs in weight and push carts up to 200lbs.

*The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job will be considered.*

*The City of Fraser does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.*

**Send your letter of interest, resume and application to**

**City Manager’s Office**

**33000 Garfield, Fraser, MI 48026**

**no later than June 23rd, 2017 at 4:00 p.m.**

**Applications can be found at** [**http://micityoffraser.com/**](http://micityoffraser.com/) **under Human Resources – Job Opportunities**