



Salem-South Lyon
District Library

POSITION AVAILABLE
Adult Services Librarian

Pay Range: \$16.55 - \$18.00 hourly.

Benefits: Deferred Compensation with employer sponsored contribution of 6 1/2% of Gross Wage. Paid Time off, pro-rated depending on number of hours worked per week.

Hours: Part-time. 24 hours per week. Includes some evening, Saturday, and Sunday hours.

Reports to: Head of Adult Services

The Salem-South Lyon District Library is seeking a part-time Adult Services Librarian. The position requires the ability to work hard, have fun, and provide amazing service.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide a high level of customer service to customers of all ages through comprehensive reader's advisory, reference and technology assistance
- Assist customers in the use of library resources
- Participate in Collection Development duties as assigned
- Develop and implement programs for adults with an emphasis on enrichment and life-long learning
- Use outreach to connect with community organizations and promote the library as a resource
- Provide outreach services to the community
- Maintain a current knowledge of books, authors and trends in library services, programs, collections, and technology
- Assist the Head of Adult Services with assigned tasks, maintenance of statistics, budgets, and department reports
- Collaborate with the Head of Adult Services to develop, enhance, and promote the services, programs and collections
- Actively seek out and apply for grants, awards and alternative funding
- Participate in professional organizations and maintain professional and technical expertise through participation in continuing education and professional development activities
- May oversee library operations in absence of supervisory staff

MINIMUM QUALIFICATIONS include:

- Master's Degree in Library and Information Science from an ALA accredited program
- Enthusiastic customer service philosophy
- Proficient in the use of technology, including, but not limited to, digital resources and mobile devices

- Shows an interest in trending library services and technology
- Strong organizational and creative problem-solving skills
- Ability to multi-task, prioritize duties, work independently and meet deadlines
- Excellent written and oral communication skills, including public speaking
- Ability to interact with staff and customers with tact, courtesy and good judgment
- Must be willing to work variable hours including some evenings and weekends
- Physical ability and stamina to perform typical job duties
- Public library experience

PREFERRED QUALIFICATIONS include:

- Winning attitude: positive, upbeat, focused
- Initiative: seeks opportunities, uses good judgment, takes intelligent risks
- Accountability: recognizes responsibilities and lives up to commitments

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements.

APPLY TO:

Qualified applicants should submit a resume, application, and responses to the questions below. Applications are available at ssldl.info/about/library-employment.

1. How do you personally learn about library trends and new technologies?
2. Describe your best mentor or supervisor—what did you learn from that person?
3. Knowing the community you serve is very important for collection development, program planning, and determining which services to offer. How do you plan to get to know the community this library serves?

Deadline for submissions: June 13, 2017 by 5:00pm

Interviews anticipated: Week of June 20, 2017

Decision anticipated by: Week of June 27, 2017

Starting date: ASAP

[Salem-South Lyon District Library](http://ssldl.info)

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South Lyon, MI 48178

Attention: Donna Olson, Library Director

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THE SALEM-SOUTH LYON DISTRICT LIBRARY IS AN “AT WILL,” EQUAL OPPORTUNITY EMPLOYER.