



Salem-South Lyon
District Library

POSITION AVAILABLE
Adult Services Librarian

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

Hours: Part-time 16-19 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 all ages through comprehensive reader's advisory, reference and technology assistance. Enjoys assisting customers in the use of library resources.
- Assists Head of Adult Services with assigned tasks, including but not limited to:
 - Collection development,
 - Programming with an emphasis on enrichment and lifelong learning,
 - Connecting with community organizations to promote the library as value,
 - Sensitive to current and trending community needs and aspirations
- Seeks out alternative funding, i.e. grants, awards.
- Participates in professional organizations, continuing education and development.
- 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:

Qualified applicants should submit a resume and application by email or fax. Applications are available at ssldl.info/about/library-employment.

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

9800 Pontiac Trail

South Lyon, MI 48178

Attention: Dee Beaver, Head of Adult Services

dbeaver@ssldl.info Phone: (248) 437-6431 x201 FAX: (248) 437-6593

Deadline for submissions: August 21, 2017 by 5:00pm

Interviews anticipated: Week of August 24 & 25, 2017

Decision anticipated by: Week of August 28, 2017

Starting date: ASAP

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