



## **Redford Township District Library invites applications for the position of Adult Librarian Associate**

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The Redford Township District Library (Redford, MI) believes in connecting our customers with the books they love, information they need and the world they live in. RTDL is currently welcoming applications for a part-time Adult Librarian Associate. We are looking for someone to join our team who can help us serve the community through their helpful spirit, creativity, and passion for connecting people to the transforming power of knowledge.

Here's what you'll need to be:

- A team player, who enjoys working with patrons of all ages
- Skilled in computer use and emerging technologies
- Energetic with a passion for providing excellent customer service
- A contributor of relevant ideas and creative solutions as they relate to our collection, programming, patrons, and community

This part time position offers paid time off. Hours include nights and weekends.

If you are interested, please read the job description attached and email your resume and application to:

[jobs@redfordlibrary.org](mailto:jobs@redfordlibrary.org)

Link to Application: [http://redfordlibrary.org/images/pdf\\_Home/rtdl\\_employment\\_application.pdf](http://redfordlibrary.org/images/pdf_Home/rtdl_employment_application.pdf)

**Job Title: Adult Librarian Associate (Part-time)****Status: Non-exempt****Starting Pay Range: \$13.00 - \$15.39 per hour, dependent on experience and education level.****Hours: 14 – 20 hours per week. Alternating AB schedule -***Week A Schedule: Tuesday: 4 – 8:30 pm, Thursday 4 – 8:30 pm, Friday 10 am – 5pm**Week B Schedule: Tuesday: 4 – 8:30 pm, Thursday 4 – 8:30 pm, Sunday: 11:30 am – 5pm***Supervisor: Head of Adult Services****Posting Date: July 30<sup>th</sup>, 2018****Closing Date: August 13<sup>th</sup>, 2018****Job Summary**

The primary responsibility of this position is to assist with delivery of reference, technology help, and reader's advisory services to patrons of all ages.

**Examples of Work**

- Assist with reader's advisory in person and over the phone to patrons of all ages.
- Assist patrons with computers, Wi-Fi, photocopiers, and other equipment.
- Assist with collection development duties, including processing materials.
- Carry out goals that align with RTDL's strategic plan.
- Create positive customer experience.
- Participates in RTDL staff functions and training.
- Other duties as assigned.

**Minimum Training and Experience**

- Bachelor's Degree from a four-year accredited college or university (or equivalent library experience) with preference to those currently enrolled in a Master of Library Science degree program.
- Ability to plan and deliver programs, including computer classes.
- Proficiency in the use of computers for library work; including the ability to access and utilize Internet resources and office software applications.
- Preferred: public library experience, familiarity with databases, and previous use of Carl-X.

**Other Requirements:**

This position requires:

- The ability to analyze and resolve problems, organize tasks, set priorities, achieve goals, maintain records, and facilitate positive relationships with staff and patrons.
- The ability to communicate effectively verbally and in writing with a diverse population, both within and outside of the library.
- The ability to sit or stand for extended periods of time in the performance of the duties associated with this position. Lifting objects weighing up to 50 pounds without assistance is also required. The ability to access, input, and retrieve information from a computer is essential to this position.

This is not intended to be a contract or an all-inclusive list of duties. Employees may be required to perform other duties necessary to meet the on-going needs of the Redford Township District Library.