



## **CITY OF BERKLEY**

### **Public Library**

3155 Coolidge Highway  
Berkley, MI 48072  
248-658-3440

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### **JOB POSTING: LIBRARIAN**

*(Part-time, 2 positions available)*

Application deadline: October 12, 2018

The Berkley Public Library is accepting applications for two part-time librarians responsible for the following duties:

- Provide reference assistance and reader's advisory to patrons of all ages.
- Select, develop, and maintain collections as assigned.
- Plan, prepare for, and present programming and book discussions that meet the needs and interests of the community.
- Assist patrons in the use of computers and technology (internet, productivity software, downloads, devices, etc.).
- Other tasks as assigned.

Successful candidates will meet the following requirements:

- Master of Library and Information Science from an American Librarian Association-accredited program, or graduation from such program within six months.
- High level of commitment to provide superb customer service to library users of all ages.
- Familiarity with a range of authors, genres, and subjects.
- Ability to problem-solve technology issues and to assist patrons in the use of technology (internet, productivity software, downloads, devices, etc.).
- Willingness to work a varied schedule including nights and weekends.

Compensation: \$20 per hour, up to 28 hours per week.

A complete job description and application are available online at [www.berkleymich.org/employment](http://www.berkleymich.org/employment). Qualified applicants are encouraged to send a completed application, resume, cover letter, and three professional references to:

Matt Church, Library Director  
Berkley Public Library  
3155 Coolidge Hwy.  
Berkley, MI 48072  
[mchurch@berkley.lib.mi.us](mailto:mchurch@berkley.lib.mi.us)

The City of Berkley is an Equal Opportunity Employer