

*Position Opening*

POSITION: Part-time Librarian

DUTIES: \*Knowledge of current library theories and practices

 \*Research and answer reference questions

\*Perform reader’s advisory work to assist patrons in the selection of materials

\*Work with patrons in Adult, Teen, and Children’s Services

\*Interact and work effectively with customers, supervisors, and co-workers

\*Participate in collection management under supervision of the Operations Manager including: collection evaluation and development; selective weeding

\*Assist with general operation of the library, including helping opening and closing building; preparing and arranging displays

\*Communicate effectively in person and in writing

\*Operate computers including; use of databases; word processing, spreadsheets and other office applications

\*Work under short time constraints to meet deadlines

\*Interpret and follow policies and guidelines.

\*Must be available for flexible work schedule as needed

\*Perform other duties as assigned

LOCATION: Graubner Library

 65821 Van Dyke, Washington, MI 48095

QUALIFICATIONS: \*Master’s degree in Library Science from an ALA accredited program or the equivalent combination of appropriate coursework in Library Science and library-related experience

 \*Demonstrated knowledge of principles and practices of library science and technology and their application to the use of reference tools, book selection, criteria and methodology; and common library resources

 \*Dependable work habits; attention to detail; ability to work quickly and accurately; reliability; flexibility

 \*Knowledge of all computer applications and hardware related to performance of the essential functions of the job

 \*Lift and carry objects up to 50 lbs.

RESPONSIBLE TO: Operations Manager

SALARY: $17.18 per hour, no benefits

HOURS: up to 29 hours per week; includes day, weekend, and evening hours

SUBMIT: Letter of interest, completed job application and resume to:

 Claire Lopiccolo, Director

 Romeo District Library

 65821 Van Dyke

 Washington, MI 48095

 claire@romeodistrictlibrary.org

[www.romerodistrictlibrary.org](http://www.romerodistrictlibrary.org)