

Job Announcement
Rochester Hills Public Library
Hourly Librarians
Openings in Adult, Youth, and Outreach Services Departments

Position: Substitute/hourly librarians (especially Sundays)

Salary: \$20.50/hour

Dates: *Deadline for applications:* Open until filled; first review of applications will be after April 10, 2019
Interview anticipated: Week of April 15, 2019
Decision anticipated by: April 19, 2019
Starting date: ASAP

Application: Please submit online a **resume, responses to questions at the end of this posting** and a completed **employment application**.

Primary Job Duties:

Provide professional reader's advisory and reference services to library users
Instruct library users in use of the library and its online resources
May be assigned to more than one department
Work independently within the broad guidelines set by library policies and the library director
Maintain awareness of new developments and trends in the field through professional journals, workshops, conferences, etc.
Performs related duties as assigned

Required Qualifications:

- Master's degree in library science from an ALA-accredited institution, completed by August 2019.
- Flexible, friendly, approachable and enthusiastic manner with all ages
- Knowledge of online information resources, computers, software programs (such as Microsoft Windows, Office)
- Familiarity with technology, especially tablets, e-readers, smartphones and devices used with the library's digital services
- Dependable and flexible work habits with a schedule
- Strong oral and written communication skills
- Knowledge of the philosophy and techniques of public library service
- Demonstrated knowledge of library materials and resources
- Creativity to develop and implement new library programs and services
- Think analytically to develop new or revised systems, procedures, and work flow
- Ability to exercise initiative and independent judgment, organize job duties, work independently, and adapt to changing procedures and situations
- Awareness of new developments and trends in public libraries
- Full range of internet skills and experience

- Flexibility to work varied hours, including Sundays

Desired Characteristics

High energy, self-motivation to create and provide new services in a rapidly growing library
Knowledge of integrated library systems (Polaris)

This is not an exhaustive list of all duties, responsibilities and qualifications; it is intended to describe the major responsibilities and requirements of this position.

Please respond to the following questions and include those responses with your resume and RHPL application.

1. Why do you want to work in a public library?
2. What coursework or experience makes you the best person for this position?
3. If I were to duplicate a typical week of your reading choices, what would I be reading? (By choices, I mean just about everything short of cereal boxes.)
4. What types of services do you think public libraries will be offering 20 years from now and how will they be provided?