

White Lake Township Library
11005 Elizabeth Lake Road
White Lake MI 48386
Phone: 248-698-4942
www.whitelakelibrary.org

Employment Opportunity

- Position:** Public Services Librarian - Juvenile Services
Part-time, professional position
- Pay rate:** MLIS degree \$18.00-\$20.00 an hour (based on experience and education)
Student in MLIS program - \$15.00 an hour
- Hours:** 24-28 hours per week, including evening and Saturday hours, with possibility of additional substitute hours
- Benefits:** Hourly position, including pro-rated vacation, sick and personal business leave
- Responsibilities:** Offer excellent customer service focusing on juvenile services while also providing reference and readers' advisory services for all ages, including teens and adults
Purchase and maintain juvenile print, audiovisual and e-content collections
Plan and implement programming for children of all ages
Maintain and update juvenile-focused social media
Outreach with area schools
Locate materials for all ages throughout the Library building and cooperative (TLN) or within the MelCat system
Follow and enforce all library rules, policies, procedures and patron privacy laws
Perform other duties as assigned
- Qualifications:** ALA-accredited MLIS degree or significant progress in MLIS program
Ability to provide professional reference and readers' advisory assistance for children of all ages
Computer literacy including use of databases and Microsoft Office applications; ability to teach others these same skills
Enthusiasm and commitment to public service excellence focusing on children
Ability to work effectively with public and other library employees
Strong interpersonal, communication and technology skills
Public library experience preferred
- Application deadline:** July 3rd, 2019 with anticipated August start date. Applications received before July 3rd will receive priority consideration
- Application:** Resume and completed application form. The application form is available at:
<https://www.whitelakelibrary.org/whitelake/documents/app.pdf>
- Send or email:** Amy Rosen
Assistant Director
White Lake Township Library
11005 Elizabeth Lake Road
White Lake MI 48386
arosen@whitelakelibrary.org

The White Lake Township Library is an equal opportunity employer.