



POSITION OPENING

TITLE: Librarian I

WAGES & BENEFITS: \$18.80 per hour; pro-rated vacation, sick, and holiday time

STATUS: Part-time, 20 hours per week; work schedule includes some evenings and weekends

REPORTS TO: Head of Adult Services

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Staff the Adult Reference Desk.
- Provide readers advisory and reference services to all patrons.
- Instruct patrons in the use of library resources.
- Provide assistance in the use of library computer equipment and assist with troubleshooting.
- Participate in collection development and maintenance as assigned.
- Assist with planning and presenting programs on or off site.
- Assist with publicizing the library and its programs.
- Assist in representing the library on social media.
- Assist with website content and updating.
- Assist with reports and compiling statistics.
- Maintain interest and awareness of library developments appropriate to the position.
- Some additional tasks in support of programs, training, and collection development may be assigned.

REQUIRED QUALIFICATIONS:

- Master's Degree in Library Science/Information Technology from an American Library Association accredited graduate school, or equivalent experience
- Coursework and/or experience in computers and electronic sources
- Knowledge of library collection development tools, reference materials, and bibliographic sources
- Expertise in using information technology and troubleshooting computers, printers, and software
- Demonstrated ability to:
 - Communicate effectively orally and in writing
 - Stimulate interest in the use of library sources and programs
 - Project an enthusiastic and positive image of the library
 - Set priorities in a changing environment and make decisions in a timely manner
 - Achieve and maintain cooperative and effective relations with staff and public
 - Work comfortably with all age groups

TO APPLY: Submit in a *single* document: completed Saline District Library employment application (available at www.salinelibrary.org), letter of application, and resume to: Jess@salinelibrary.org or by mail to: Jess Hesselgrave, Head of Adult Services, Saline District Library, 555 N. Maple Rd., Saline, MI 48176

Applications received by Friday, July 26, 2019 will receive first consideration.