



The Dexter District Library is seeking candidates for a part-time, entry level Reference Librarian position in the Adult Department. Resumes will be reviewed until the position is filled.

Position – Entry Level Reference Librarian - Adult Department

Rate of Pay/Benefits

\$18.25 per hour / Part-time, no benefits – up to 20 hours per week including evening and weekend hours.

Description

The Reference Librarian, under the supervision of the department supervisor, will be responsible for specific aspects of the Library's reference services. The Adult Reference Librarian works with the Head of Adult Services to deliver high quality information services to the community served by the Dexter District Library.

Requirements

Master's degree in Library Science from an ALA accredited graduate school  
Commitment to customer service  
Coursework and experience with computers, electronic reference resources and the Internet  
Knowledge of library collection development tools, reference and bibliographic sources  
Possess or be eligible for a valid Michigan Professional Librarian's Certificate  
Possess valid Michigan driver's license

Demonstrated ability to

Effectively communicate orally and in writing  
Stimulate interest in Library collections and facilities  
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 relationships with the Director, Supervisor, other staff members and members of the general public  
Work comfortably with all age groups  
Organize and supervise work of others

Duties

Provides accurate reference service through a variety of delivery systems (in-person, over the telephone and via e-mail)  
Assists patrons in locating materials in the collection  
Develops and maintains aspects of the Library's collections; evaluates and recommends materials for purchase; responsible for maintenance of the collection through inventory, shelf reading, weeding and discarding materials  
Exercises supervision over paraprofessional, technical, and clerical services staff as assigned  
Writes press releases and other promotional literature

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Creates in-house displays and decorations highlighting programs and areas of the collection  
Creates bibliographies and other finding tools  
Provides Library promotional presentations and tours to outside groups  
Effectively uses and is able to teach others to use the Library's electronic catalog  
Verifies that certain materials are not owned by the Library and takes appropriate steps to secure materials through interlibrary loan or purchase  
Possesses the ability to perform all tasks related to the circulation of materials  
Supervises behavior of patrons  
Enforces Library policies  
Other duties as assigned

#### Physical Activity

Walking around and standing for 2-4 hours at a time  
Ability to use standard computer terminals with 14" screens  
Lifting and carrying boxes (up to 25 lbs.); stooping, bending, reaching overhead and horizontally to retrieve books from shelves; pulling, pushing full book carts, etc.

#### Professional Development

Maintains an interest in and current awareness of developments relevant to the position through professional journals, workshops and continuing education.

#### Terms of Employment

Part-time wage, benefits, and termination of employment in accordance with Board policy. Work schedule will include evening and weekend hours. The department supervisor will determine the schedule. Employment is in good faith and at will. There is a three-month probationary period.

#### Evaluation

The department supervisor will evaluate employee performance of this job in accordance with Board Policy.

**The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.**

Cover letters and resumes may be mailed to Dexter District Library, 3255 Alpine St., Dexter, MI 48130. Fax resumes to 734-426-1217 Attn. Paul McCann, Library Director. When e-mailing resumes, please copy all of the following to ensure timely processing:

Paul McCann, Library Director [pmccann@dexter.lib.mi.us](mailto:pmccann@dexter.lib.mi.us)

Lisa Ryan, Head of Adult Services [lryan@dexter.lib.mi.us](mailto:lryan@dexter.lib.mi.us)

Kim Swoverland, Administrative Assistant [kswoverland@dexter.lib.mi.us](mailto:kswoverland@dexter.lib.mi.us)