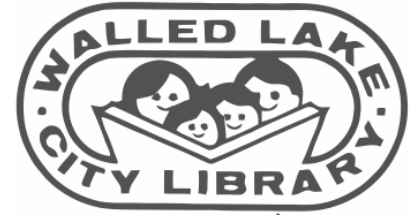


**WALLED LAKE CITY LIBRARY
EMPLOYMENT OPPORTUNITY**



POSITION: Adult Services Librarian

PAY RATE: \$16.00-\$18.00 per hour, based upon experience and education.

SCHEDULE: Part time, average 12-16 hours per week, includes mornings, afternoons, evenings and weekends: schedule to be determined.

RESPONSIBILITIES:

- Provide excellent service to patrons of all ages
- Provide reference and information service assistance to patrons using both printed and electronic resources
- Perform technical support duties, including collection development and maintenance
- Maintain assigned Library collections
- Demonstrate, teach, assist and troubleshoot the use of public-access office equipment including computers and related software as needed
- Provide and assist with planning and execution of adult programming
- Perform circulation desk duties including charging and discharging materials, placing patron holds and handling cash transactions for fines and fees
- Perform workroom duties including shelving materials, shelf reading, processing holds, returns and other materials from delivery
- Other duties as assigned

QUALIFICATIONS:

- Master's degree in Library Science, or 18 credit hours toward the degree, from an ALA accredited school
- Strong verbal and written communication skills
- Computer proficiency including use of databases and Microsoft Office applications
- Ability to provide superior customer service to library users of all ages
- Ability to demonstrate sound judgment and strong professional ethics
- Ability to work cooperatively with library staff in a team environment
- Ability to produce neat, accurate and timely work within an established timeframe
- Physical agility and strength to bend, reach, lift, push and carry up to 40 lbs., kneeling and bending to access materials from low shelving, sitting or standing for prolonged periods

CLOSING DATE: Applications received on or before August 21, 2020 will be given first consideration.

APPLICATION: Cover letter, resume and completed application form that is available on our website;
www.walledlakelibrary.org

EMAIL/SEND TO: Carrie Ralston
Library Director
Walled Lake City Library
1499 E. West Maple Rd.
Walled Lake, MI 48390
carrie@walledlakelibrary.org

The Walled Lake City Library is an equal opportunity employer