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**May 5, 2021**

The Farmington Community Library is seeking a creative, energetic, ambitious and dedicated Full Time Adult Services Technology Librarian.  The successful candidate will possess excellent technology and instruction skills, be service oriented and excited to grow, learn and share knowledge with both peers and patrons.  This candidate should have knowledge of best library practices, familiarity of reference materials for adults and students, an awareness of current reading, viewing and listening interests.

**Position Available:**      Full Time Librarian I Position – Technology Librarian

Adult Services Department

**Salary:**                         $41,809 per year - $62,348 per year

**Full-time Position:**       40 hours per week, to include nights and weekends

**Fringe Benefits:**           Excellent

**Deadline for application packet is May 14, 2021 to:**

Crystal Peterson

[Crystal.Peterson@Farmlib.org](mailto:Crystal.Peterson@Farmlib.org)

Farmington Community Library

32737 West Twelve Mile Road

Farmington Hills, MI 48334

**Employee Classification:  Librarian I**

**Job Summary:**

Under the supervision of Department Head, Librarians beginning their career focus on the Library’s philosophy, policies and procedures as they apply the knowledge gained in library school.  New librarians provide public services to children, young adults or adults. Such services include reader’s advisory, reference in print and electronic formats, and programming. Continued experience and proven ability provide the opportunity for advancement to Librarian II.

**Essential Duties/Responsibilities may include, but are not limited to:**

* Develops technology assessments and plans based on patron, library, and staff needs
* Supports the development of staff technology skills through one-on-one and group training, and the creation of instructional materials and tutorials
* Develops, presents and coordinates computer/technology classes on a regular basis
* Assists patrons in learning to use the Library’s electronic resources, collections and in-house technology
* Serves on the Library’s Web Development Committee and is one of the primary staff responsible for the development, maintenance and improvement of the Library’s WordPress website and Intranet, including coding, app creation and user experience and design
* Serves on the Library’s Social Media Committee and is one of the primary staff responsible for overseeing the development and maintenance of the Library’s various social media platforms, including timely event posts and promotion of the Library’s resources and services
* Serves on related library committees, which will include Web Development, Social Media, Publications, Technology and/or Strategic Planning
* Provides quick and accurate reference and reader’s advisory services to the public
* Provides Adult programming, under the supervision of the Department Head.
* Participates in collection development in assigned areas with responsibility for selection, weeding and promoting use of the collection
* May receive a secondary assignment to demonstrate employee’s understanding and mastery of the Library’s approach to a special collection or service
* Serves as the Librarian-In-Charge of the building, when assigned.  Must be knowledgeable about and able to make decisions in situations dealing with Library security, emergency procedures and conflict resolution

**Minimum Qualifications**

* Master’s Degree in Library and Information Science from a school accredited by the American Library Association
* One year experience in public libraries
* Professional certification as a Librarian from the Library of Michigan
* Professional experience with website design and maintenance skills
* A strong background in computers, technology and non-print material formats
* Extensive knowledge of advanced computer and technology topics
* Ability to learn new and emerging technologies
* Proficient in the use of social media platforms
* Excellent oral and written communication skills and the ability to effectively and easily communicate technical topics to novices
* Experience teaching technology literacy and skills to patrons with a range of technical knowledge and abilities
* Strong organizational skills and the ability to set and modify work priorities independently with a high degree of initiative
* Demonstrates creativity, flexibility, and a positive attitude
* Exhibits patience, tact and poise in a busy setting serving patrons and staff with high expectations
* Critical thinking skills, knowledge of literature, current events and general information
* Excellent customer service skills and professional attitude towards providing public library services to patrons
* Exhibits good judgment and ability to establish and maintain effective working relationships with other staff and supervisors
* Excellent understanding of Library policies, procedures, philosophy and Public Service Values

**Physical Activity Requirements:**

* The ability to lift, push and/or pull up to 20 lbs., and push carts weighing up to 200 lbs.
* The ability to sit, stand and walk for long periods
* The ability to bend, reach, crouch or stoop
* Sufficient vision, speech and hearing, which will permit employee to successfully perform the functions of this position

**Equipment Commonly Associated with this Job:**

Computer equipment plus peripherals, scanner, computer projector, telephone reception system, microform reader printers and office machinery, among others.