

# CIDL

CLARKSTON INDEPENDENCE  
DISTRICT LIBRARY

Innovate. Enrich. Educate.

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6495 Clarkston Road  
Clarkston, MI 48346

## Business & Marketing Librarian

The Clarkston Independence District Library seeks a creative, enthusiastic, outgoing librarian to join a positive, team-oriented work environment to interface directly with the local business community and guide the library's marketing strategies.

**Hours:** 40 hours per week, includes some evenings and weekends

**Salary:** \$38,000-52,000 depending on qualifications and experience

**Benefits:** Health, dental, and optical insurance; Disability and life insurance; Vacation, sick and personal days; Retirement plan

### Primary Duties and Responsibilities:

- Work closely with the Clarkston Area Chamber of Commerce to create relationships with local businesses and develop collections and resources to serve the local business community
- Design a variety of programs and activities at the library and off-site to promote the use of business resources and fulfill local business needs
- Meet with business owners on or off-site, as needed, to help fulfill their research needs
- Assist in educating local businesses about successful marketing techniques
- Develop and guide the library's marketing strategies, including social media
- Assist patrons in obtaining information in a variety of formats
- Provide readers' advisory services
- Participate in developing Library policies and procedures

### Qualifications:

- MLIS from an ALA accredited institution
- Experience working with a variety of business resources & enthusiastic commitment to promoting and educating others about them
- Strong organizational and planning skills with the ability to work independently and as part of a team
- Background in advertising and/or marketing
- Confident and engaged in a variety of social media techniques
- Comfortable working and presenting at the library and at off-site locations
- Public library reference desk experience
- Collection development and budget management experience
- Desire and ability to provide excellent customer service

**Reports to:** Head of Adult Services

**Send cover letter, resume, and contact information for three professional references to:**

Julie Meredith, Library Director

[juliem@cidlibrary.org](mailto:juliem@cidlibrary.org)

**Deadline for applications: August 1, 2021**