



July 23, 2021

The Farmington Community Library is a District Library serving the communities of Farmington and Farmington Hills with two locations, 12 Mile and Liberty Street. We are seeking a dynamic, community-minded individual to join our Children's Services department as a Full Time Librarian I. The successful candidate is highly collaborative, creative, flexible, and dedicated to providing excellent customer service at the reference desk and exciting programming for families of children ages 0-12.

The Farmington Community Library embraces diversity and promotes inclusion in its hiring and operations. The Library actively seeks individuals whose commitments and contributions will advance our mission to be a diverse and equitable organization. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team and reflect the families we serve.

Position Available:

Full Time Librarian I Position
Children's Services Department
Farmington Branch Library

Salary:

\$43,481 – \$64,842

Full Time Position

40 hours per week, to include nights and weekends

Fringe Benefits:

Paid time off, Employee Assistance Program, up to 2 professional memberships paid by Library, and paid continuing education/professional development opportunities.

Deadline for applications: August 10, 2021 at 5:00 p.m.

Send your cover letter, resume, and application <http://www.farmlib.org/our-library/general-information/> to:

Crystal Peterson
Crystal.Peterson@farmlib.org
Farmington Community Library
32737 West 12 Mile Road
Farmington Hills, MI 48334

Employee Classification: Librarian I

Job Summary:

Under the supervision of Dept. Head, Librarians beginning their career focus on the Library's philosophy, policies and procedures as they apply the knowledge gained in library school. Librarians provide public services to children, young adults or adults. Such services include reader's advisory, reference in print and electronic, and programming.

Essential Duties/Responsibilities May Include:

- Provides quick and accurate reference and reader's advisory services to the public, using both print and electronic resources.
- Assists patrons in learning to use the automated circulation system, electronic resources, and the Internet.
- Provides Children's and/or Adult programming, under the supervision of the Department Head. Children's staff must become aware of the developmental ages of the child and the activities appropriate for each developmental stage.
- Participates in collection development in assigned areas with responsibility for selection, weeding and promoting use of the collection through creation of bibliographies.
- Becomes familiar with the Library's Reference Collection and all special collections, thereby serving as a resource for other Information Desk staff.
- May receive a secondary assignment to demonstrate employee 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.
- Professional certification as a Librarian from the Library of Michigan or ability to gain it within 1 year.
- 1-2 years Librarian experience.
- Application of the basic principles, concepts and methodology of professional librarianship in carrying out basic assignments, operations or procedures.
- Critical thinking skills, as applied to successfully answering reference inquiries.
- Knowledge of literature, current events, and general information found helpful in resolving reference inquiries.
- Effective oral and written communication skills.
- Professional attitude towards providing public library services to patrons.
- Familiarity with current technology, i.e., general computer literacy, knowledge of the Internet, Microsoft Office and other electronic sources of information.
- Ability to establish and maintain effective working relationships with other staff and supervisors.
- Excellent understanding of Library policies, procedures, philosophy and Public Service Values.
- Ability to lift, push, and/or pull at least 20 pounds

This job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.