



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 St. We are seeking a dynamic, community-minded individual to join our Children's Services department as a Part-time Paraprofessional. 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: Part Time Para-Professional
Children's Services Department

Salary Range: \$15.77-\$26.69

Part Time Position: 24 hours per week. This position requires some evening and weekend hours and would be ideal for a candidate who needs a flexible schedule due to family and/or school needs.

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: Aug 24, 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

Essential Duties/Responsibilities:

- Developing and providing events for children ages 0-12 years and their caregivers
- Providing quick and accurate reference and reader's advisory services to the public
- Assisting patrons in using the OPAC, self-checkout, public computers, AWE stations, and public iPads
- May participate in collection development in assigned areas, under the supervision of the Department Head

Required Qualifications:

- Excellent customer services skills, including phone, chat/email, and in-person interactions
- Effective oral and written communication skills, including excellent public speaking abilities
- Skilled at working with diverse audiences
- Proficient in using technology including Microsoft Office Suite, Outlook, and social media platforms
- Experience working with children
- Ability to work independently
- Ability to lift, push, and/or pull at least 20 pounds
- Ability to think critically in order to answer reference queries and troubleshoot problems

Preferred Qualifications:

- ONE of the following degrees:
 - Associate of Applied Science in Library Services and Technology
 - Associate of Applied Science in Early Childhood Education
 - Bachelor of Elementary Education
 - Bachelor of Arts in Children's Literature
- OR 3+ years of relevant work experience in one of those fields
- Passion for and/or experience with STEM education for children
- Bilingual
- Knowledge of local nonprofit and community organizations as opportunities for library partnerships