**JOB POSTING**

**Librarian, Part-Time Adult Services**

**Starting Salary:** $18.50 /hr.

**Hours:** 20 hrs. /week

**Posted:** August 2, 2021

**Deadline:** August 20, 2021

The Belleville Area District Library strives to be the heart of our community. We are a Class V Library, serving a diverse population of 42,000 in Belleville, Van Buren Township, and Sumpter Township. Our staff is highly collaborative and endeavors to provide the public with superior customer service.

Last year, we opened a brand new 31,000 square foot main building in downtown Belleville as well as a small satellite media center in Sumpter Township. We’re looking for a creative, dynamic individual to help us grow with new programs and services. A strong personal philosophy of public service is essential, as are excellent communication skills. Experience in adult outreach services, community partnerships, programming, technology instruction, or social media promotion are all plusses!

**Responsibilities:**

* Provides reference, readers’ advisory, and computer assistance to library patrons.
* Responsible for collection development of assigned areas, including selection, weeding, and promotion of those materials.
* Collaborates with department staff to plan and implement programming.
* Contributes content for library webpage and social media to inform users about library programs, collections, and services.
* Communicates and works with other departments to ensure a consistent quality of user experience.
* Collaborates with other library staff as needed on interdepartmental projects and programs.
* In charge of the library and staff in the absence of the director, assistant director, and department heads.
* Performs outreach to businesses and organizations within the community.
* Supervises the pages who shelve department materials.
* Stays abreast of library trends and maintains skills through involvement in committees at The Library Network consortium, at professional development conferences, workshops, or events.

**Qualifications:**

* Master of Library Science or equivalent from an American Library Association accredited program.
* Possesses or is eligible for a level 2 certificate from the Library of Michigan.
* Enthusiastic, friendly, self-motivated and creative.
* Strong obligation to confidentiality.
* Tactfulness and adaptability in dealing with colleagues, the Board, and the public.
* Strong computer and technology skills, including experience with Microsoft Office applications, internet search techniques, popular email and social media services, and basic troubleshooting of printers, copiers, fax machines, and other library equipment.
* Comfortable instructing others in both group and one-on-one settings.
* Must be able to stoop, bend, reach, walk, stand, and lift up to 20 pounds.

**To Apply:** Application can be found at [www.belleville.lib.mi.us/about-us/employment/](http://www.belleville.lib.mi.us/about-us/employment/)

Submit cover letter, resume, and Belleville Area District Library employment application to Amy Greschaw, Head of Adult Services, at agreschaw@belleville.lib.mi.us.