



**Position Title:** Adult Services Librarian

30 hours/week includes evenings and regular weekend shifts

**Department:** Adult Services

**Salary:** Starts at \$20.00/hour

**Benefits:** Employer paid health insurance, holidays, and earned paid time off

The Ferndale Area District Library believes each employee makes a significant contribution that should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the library to just the work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of the services we provide to library patrons. The ideal candidate should be committed to equity and inclusion while serving a diverse community.

**General Statement of Duties:**

Under general supervision of the Department Head, the Librarian provides professional library work in support of the Adult Services department. Duties may include providing reference and readers' advisory services to library patrons, collection management, assistance with public computers, the presentation of programs, and Person in Charge duties when assigned.

**Job Responsibilities and Examples of Services Performed:**

- Assists with the operation of the department, including working at the departmental reference desk
- Answers reference questions and provides readers' advisory services to library patrons
- Ability to effectively use and teach current technology and information literacy to patrons of all ages
- Serves as the Person 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
- Maintain effective communication within the department, with other library departments, and the Library Director
- Creates a welcoming environment by providing the highest level of customer service to patrons of all ages while enforcing library policies equitably
- Cooperates as a team member with all library staff in performing any duties essential to the achievement of efficient library operations

- Actively participates in orientation programs, in-service training, and continuing education opportunities
- Assists with collection development
- Assists with planning and implementing library programs
- Flexibility in scheduling including evenings and weekends

**Essential Knowledge, Skills, and Abilities:**

- Knowledge of current trends in library service to patrons served by the department
- Ability to work with library patrons of varied backgrounds to maintain effective interpersonal relationships; deal tactfully with the public; ability to speak and write effectively
- Self-motivated and able to exercise initiative and independent judgment
- Possess appropriate computer skills and have an awareness of the role of technology in the everyday lives of library patrons
- Demonstrate skills necessary to analyze and interpret information, establish facts, draw valid conclusions, and develop and implement effective strategies

**Education and Experience Requirements:**

- Master's Degree in Library and Information Science from an ALA accredited institution
- 1 to 3 years of experience in a public library preferred, or any equivalent combination of education, customer service experience, and/or training that provides the required knowledge, skills, and abilities

**Physical Demands and Working Conditions:**

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- **Environment:** Library environment; extensive public contact.
- **Mobility:** Sufficient mobility to work in a library setting; operate office equipment
- **Vision:** Vision sufficient to read small print, computer screens and other printed documents

**FLSA status:** Non-exempt

**Please submit a resume, cover letter, three professional references, and a [completed employment application](mailto:edburnsiii@ferndalepubliclibrary.org) to [edburnsiii@ferndalepubliclibrary.org](mailto:edburnsiii@ferndalepubliclibrary.org) by September 10, 2021. Only electronic submissions will be accepted.**

Ferndale Area District Library  
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248-546-2504

The Ferndale Area District Library is an equal opportunity employer.