



**City of Roseville  
Roseville Public Library  
Employment Opportunity**

The Roseville Public Library is a class V library with a service population of approximately 49,000. The Library was re-established as an Act 164 of 1877 Library in 2012 and is an integral part of the dynamic City of Roseville, located in Macomb County. The library, a member of the Suburban Library Cooperative assists over 70,000 visitors each year with a collection of 100,000 items and a budget of 1,600,000.

**POSITION:** Assistant Director/Adult Services Coordinator

**REPORTS TO:** Library Director

**SALARY:** \$70,952 beginning salary

**BENEFITS:** Health Insurance (medical, prescription, dental, optical), disability and life insurance, pension plan, voluntary deferred compensation plan and Health Savings Account (HAS), paid leave (vacation, holiday, personal and sick)

**AFFILIATION:** AFSCME 1917

**HOURS:** 40 hours per week including evenings and Saturdays.

**ASSISTANT DIRECTOR DUTIES AND RESPONSIBILITIES**

- Assists in the administration and managerial duties in the operation of the Library including but not limited to planning, budgeting, personnel administration, direct staff supervision, facilities operations and accessibility, collection and program development and technology development.
- Assists with the Library's long-range planning goals and in developing policies and procedures.
- Assists in preparing and administering the annual budget.
- Assists in determining personnel needs and developing and maintaining sound and equitable personnel policies.
- Assists in hiring, training, evaluating, disciplining and terminating personnel. Conducts staff training and development programs.
- Supervises and oversees the day-to-day activities and performance of professional and support staff. Prepares employee schedules and assignments, monitors tasks and coordinates flow of work.
- Supervises and participates in the development of the Library's collection of materials including but not limited to print and digital resources.
- Assists in planning for the acquisition of new resources and development of new Library programs.
- Assists in updating Library technology.
- Receives requests and concerns from patrons and staff. Resolves issues or informs the director.
- Participates in staff meetings, workshops, conferences and community events.
- Participates in state and local professional organizations and keeps informed on current development and trends in public library services.
- Assists with grant writing and other fund-raising efforts.
- Assists with promoting the Library through various sources including outreach activities.
- Joins the rest of the staff in keeping our building and entrances safe and neat. May occasionally be required to lightly shovel the snow from an entrance, spread snow-melt or pick up a bag of trash from the parking lot. We have pride in our workplace.
- Performs the duties of the Director in her or his absence.
- Performs related duties and general library work as required.

## **ADULT SERVICES COORDINATOR DUTIES AND RESPONSIBILITIES**

- Coordinates and evaluates the professional staff, collections and programs in the Adult Services Area.
- Creates, plans, implements and promotes innovative adult programs.
- Participates in selection, development, cataloging, marketing and evaluation of adult collection.
- Develops materials to promote the successful use of the adult collection.
- Develops reports regarding departmental activity.
- Assists with grant writing and other fund raising efforts.
- Develops and conducts adult outreach programs.
- Assists patrons with technology questions and downloading digital content.
- Participates in staff meetings, workshops, conferences and community events.
- Participates in state and local professional organizations and keeps informed on current development and trends in public library services.
- Receives requests and concerns from patrons. Resolves issues or informs the director.
- Maintains a welcoming environment.
- Performs related duties and general library work as required

## **REQUIREMENTS AND QUALIFICATIONS**

- Master's Degree in Library Science from an ALA accredited college or university. Applicants must submit proof of degree with application and official transcript at time of interview. Must be able to present a Librarian's Permanent Professional Certificate from the Library of Michigan.
- A minimum of four years of progressively more responsible and professional library experience is required.
- Enthusiasm for public service and a commitment to public service excellence.
- Ability to use library-related technology, Microsoft Office Suite, social media and mobile devices and instruct patrons of all ages in their use.
- Be able to communicate effectively with patrons and staff.
- Embraces change in work environment, procedures and services.
- Good organizational skills; ability to prioritize duties and tasks, work independently and assume responsibility
- Delivers consistently friendly, attentive, welcoming, high quality customer service to patrons of all ages
- Must possess a valid Michigan Driver's License with a good driving record (based on City of Roseville standards).
- As a condition of employment, the successful candidate must pass a background check, pre-employment physical and psychological evaluation.
- The job requires moderate physical exertion such as sitting or standing in one position, viewing a computer screen for long periods and using hands and fingers in activities requiring good coordination and dexterity. The job also requires the physical strength and dexterity to handle up to 50 pounds in weight, transport loaded carts and bend and lift arms overhead.

## **PREFERENCES**

- Knowledge and skill in using SIRSIDynix Integrated Library Software.

## **APPLY**

**Send resume, cover letter, City of Roseville application, three professional references and proof of degree to: City of Roseville, Manager's Office, Human Resources, 29777 Gratiot Avenue, Roseville, MI 48066 or email to [vgreen@roseville-mi.gov](mailto:vgreen@roseville-mi.gov) or fax to 586-445-5402. City of Roseville applications are available in the Manager's Office or online at [www.roseville-mi.gov](http://www.roseville-mi.gov).**

Posting Date:

Closing Date:

**THE CITY DOES NOT DISCRIMINATE**