



February 1, 2022

The Farmington Community Library is seeking a creative, energetic, ambitious, and dedicated Part Time Adult Services Librarian. The successful candidate will possess excellent technology skills, be service oriented and excited to grow, learn and share knowledge with both peers and patrons. This candidate should have knowledge of best library practices, familiarity with reference materials for adults and students, and an awareness of current reading, viewing, and listening interests of adults.

- Position Available:** Part Time Librarian I - Adult Services Department
- Salary Range:** \$20.61 – \$22.48 dependent upon experience
- Full-time Position:** 24 hours per week, including nights and weekends
- Fringe Benefits:** Excellent – including vacation, paid holidays, personal and sick leave, defined contribution plan

Please include your cover letter, resume, and application. Application available at:
http://history.farmlib.org/pdfs/employment_Application_3_2018.pdf

Deadline for application packet is February 18, 2022, 5:00 PM to:

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

Job Summary:

Under the supervision of the Department Head, the successful candidate will use his/her experience and training to support the library's philosophy of customer service and community engagement. Providing services such as reader's advisory, computer/print/fax assistance, and programming are regular duties of this position.

Essential Duties/Responsibilities may include, but are not limited to:

- Provides quick and accurate reference and reader's advisory services to the public, using both print and online resources.
- Assists patrons in using our public computers, digital eBook platforms (hoopla and Libby), automated circulation system, fax/scan/copy machine, and the Internet.

- Provides Adult programming, under the supervision of the Department Head. Examples include leading a book discussion, coordinating with outside presenters to bring virtual and in-person programs to the library, and presenting a program yourself.
- Participates in collection development in assigned areas with responsibility for selection, weeding and promoting use of the collection.
- 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's understanding and knowledge 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.
- One year experience in public libraries.
- Professional certification as a Librarian from the Library of Michigan or ability to gain it within 1 year
- Ability to learn new and emerging technologies.
- Proficient in the use of social media platforms.
- Excellent oral and written communication skills and the ability to communicate technical topics effectively and easily to novices.
- Experience teaching technology literacy and skills to patrons with a range of technical knowledge and abilities.
- Strong organizational skills and the ability to set and modify work priorities independently with a high degree of initiative.
- Demonstrates creativity, flexibility, and a positive attitude.
- Exhibits patience, tact and poise in a busy setting serving patrons and staff with high expectations.
- Critical thinking skills, knowledge of literature, current events, and general information
- Excellent customer service skills and professional attitude towards providing public. library services to patrons.
- Exhibits good judgment and ability to establish and maintain effective working relationships with other staff and supervisors.
- Excellent understanding of Library policies, procedures, philosophy, and Public Service Values.
- Demonstrates regular and predictable attendance, including attendance at required meetings.

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

Physical Activity Requirements:

Degree of physical demands (strength) usually associated with the essential functions of the job include the ability to lift, push and/or pull up to 20 lbs., and push carts weighing up to 200 lbs.

Equipment Commonly Associated with this Job:

Computer equipment plus peripherals, scanner, computer projector, telephone reception system, microform reader printers and office machinery, among others.