

**CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT**

The City of Southfield is currently seeking qualified candidates for the following full-time career position:

JOB CLASSIFICATION: Librarian I - Adult Services

SALARY RANGE: TPOAM Grade I Pay Range: \$47,104- \$57,979

Benefit package, including medical, dental, vision, life insurance; retirement; holidays, vacation, and more.

REPRESENTATIVE JOB DUTIES

- Delivers reference and reader's advisory services in person and by phone to library patrons.
- Assists/teach patrons in the use of the library and its print collections and electronic resources.
- Coordinates and manages specific library collections as assigned.
- Plans and organizes programs and presentations for library patrons.
- Assists patrons with personal, business, and school research and projects.
- Performs related duties as assigned.

JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD

- Master's degree in Library Science from an A.L.A. accredited university.
- Desirable candidates will have a proactive, public service attitude along with the ability to interact and work effectively with patrons and staff.
- Familiarity with technology, especially tablets, e-readers, smartphones and other devices used with the library's digital services. Possess knowledge of online information resources, downloadable media, computers and software programs.
- Strong oral and written communication skills.
- Demonstrated knowledge of library materials and resources, and an awareness of new developments and trends in public libraries.
- Coursework or experience in collection management desired.
- Public library experience preferred.

The selection process will include a review of the applicant's experience for posted requirements, a criminal history check, and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience.

APPLY AT: City of Southfield, Human Resources Department,
26000 Evergreen Road, Southfield, MI 48076

A Completed City of Southfield application packet is required to be considered for this position.

Applications may be downloaded from the City's website at www.cityofsouthfield.com

Completed applications can be emailed to: sfldjobs@cityofsouthfield.com

City of Southfield application packets must be received in the Human Resources Dept. no later than 5:00 p.m.

March 23, 2022

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

JS DATED: February 24, 2022



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.