Due to our current Adult Services Librarian accepting the Director’s position, we are hiring for the Adult Services position. The ideal candidate will be a reliable, innovative, service oriented, team leader and a passionate advocate for public library services.

If this is you, please submit a cover letter outlining why you are the ideal candidate, also include a resume and application. Applications can be found here: <https://www.trentonmi.org/DocumentCenter/View/122/Full-Time-Application-PDF>

The Trenton Veterans Memorial Library is a Class VI public library in the downriver area in South East Michigan. We serve a population of over 75 thousand over four communities: Brownstown, Grosse Ile, Trenton and Woodhaven.

Position Available: Adult Services Librarian

Salary Range:  $42,672.55 - $49,920.85 D.O.E.

FULL TIME Position: 40 hours per week. This position requires evening and weekend hours.

Benefits: vacation, holidays, sick time, medical insurance, and retirement savings programs.

Deadline for Application: Until Filled.

Send your cover letter, resume, and application to: Donna Jensen djensen@trenton-mi.com or 2790 Westfield Rd. Trenton, MI 48183

Essential Duties/Responsibilities Include:

* Provide quick and accurate reference and reader’s advisory services to the public, using both print and electronic resources.
* Demonstrate knowledge of materials and library services.
* Create and produce meaningful programming for adults both online and in person.
* Assists patrons in learning to use the Library’s various electronic resources, including the internet and MEL databases.
* Purchase and curate collection development in adult fiction. With responsibility for selection, weeding and promoting use of the collection, both physical and electronic, in the community and in the library.
* Shifts at both Reference Desk and Circulation Desk
* 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.
* Serves as the Library Representative for community organizations, outreach events or at TLN/library meetings.
* Other responsibilities as needed.

Minimum Qualifications:

* Master’s Degree in Library and Information Science from a school accredited by the American Library Association.
* Professional certification as a librarian from the Library of Michigan level 1 or 2 or the ability to procure one.
* Two years of progressively responsible library experience with some librarian experience preferred.
* Knowledge of literature, current events, and general information found helpful in resolving reference inquiries.
* Effective oral and written communication skills.
* Professional and compassionate attitude towards providing public library services to patrons.
* Familiarity with current technology, i.e., general computer literacy, knowledge of the Internet and other electronic sources of information.
* Ability to establish and maintain effective working relationships with other staff and supervisors, serving as a model and strong team member.
* Tactfulness and adaptability in dealing with other professional colleagues, the Board, staff, city and the public.
* Physical Activity Requirements: physical demands usually associated with the essential functions of the job. Light Work: keyboarding, writing, reading, communicating with staff and patrons, stretching, bending, lifting, moving up to 20 pounds, walking and sitting.

*The City of Trenton is an Equal Opportunity Employer.*