



## **EMPLOYMENT OPPORTUNITY**

The Bloomfield Township Public Library is looking for an enthusiastic, energetic librarian committed to high quality Library service who is ready to join the Adult Services team. The Bloomfield Township Public Library is a class V Library, with a service population of 42,000+ people. There is strong community support for the Library, its collections, services and the programs offered. The Library promotes inclusivity in the diverse collections and programs available to all ages and abilities. The successful candidate will have a strong commitment to provide quality public service and the desire to work in a collaborative, team environment.

**POSITION TITLE:** Librarian

**DEPARTMENT:** Adult Services, reporting to Department Head

**HOURS:**

Part-time, 20 hours per week, including evenings and weekends on a flexible basis.

**WAGES & BENEFITS:**

\$26.95 to \$36.98 per hour. Paid time-off benefits include vacation, sick, holiday, personal business, and emergency time. Term life and disability income insurance provided. Eligible for deferred compensation and other voluntary benefits. Professional membership and opportunity to participate in professional development available.

**RESPONSIBILITIES:**

- To provide positive, professional service to the public
- Plan, promote, and conduct programs
- Provide reference and readers advisory service to library users
- Participate in the selection, development and evaluation of adult print, non-print, and electronic resources
- Instruct patrons in the use of the library catalog, downloadable materials, and other library technology
- Other duties as assigned

**REQUIREMENTS:**

**MINIMUM:**

- Masters in Library and Information Science from an ALA-accredited program
- Serious commitment to providing superior quality public service to patrons of all ages and abilities
- Ability to lift, push, and/or pull at least 20 pounds; ability to visually review materials and discern vocal and audible tones
- Proficiency in modern computing environments, both desktop and mobile
- Knowledge of current trends and practices in public libraries
- Ability to work effectively with staff and volunteers in a collaborative environment
- Ability to create, promote, and execute programs that reflect the interests and needs of the community
- Broad knowledge of literature, media, and other materials found in the library's collections, as well as in the culture at large

**DESIRABLE:**

- Previous experience working with the public on a library service desk or in an equivalent environment
- Expertise with Microsoft Office365
- Familiarity with social media platforms and WordPress content management
- Experience planning, promoting, and presenting programs
- Facility with selection, budgeting, and deselection of materials

**APPLICATION:** Due Friday, May 27, 2022.

Must include:

- Resume
- Cover letter
- Application form (available on the Library's website at [www.btpl.org](http://www.btpl.org).)

Careers  
Bloomfield Township Public Library  
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Bloomfield Township, MI 48302  
248-642-5800  
F: 248-258-2555  
[careers@btpl.org](mailto:careers@btpl.org)

Applications may also be delivered to the Library in person.