



Springfield Township Library
12000 Davisburg Road
Davisburg, MI 48350
(248) 846-6550
www.springfield.michlibrary.org
reference@springfield.lib.mi.us

Job Title: Part Time Reference Librarian

Starting Wage: \$17.50 per hour

Scheduled Hours: 12-15 hours per week

Monday or Tuesday, 10am-2pm or 4pm-8pm; Thursday, 3pm-8pm; Every other Saturday, 10am-4pm
Occasional opportunities to add more hours to fill in for staff vacations, training, etc.

Benefits: Paid Holidays and pro-rated vacation / personal time

Application Deadline: Monday, June 27, 2022

Application Instructions:

Submit cover letter and resume to Cathy Forst, Director: cforst@springfield.lib.mi.us

Position Summary/Responsibilities:

- Provide assistance to patrons navigating resources in all areas of the library (juvenile, teen and adult)
- Deliver reader's advisory services including creating signage and displays and conducting reference interviews with patrons
- Provide technology assistance to patrons accessing downloadable content via OverDrive/Libby and Hoopla
- Assist patrons with public and laptop computer usage including Microsoft Office applications, internet access, printing, email and other basic computer issues
- Assist with library programming by organizing event speakers and entertainers, managing projection and video technology, and recruiting patrons for library events
- Create physical and digital marketing materials including in-library signage, brochures, digital presentations, and website and social media content
- Conduct collection development tasks including shelf reading and weeding
- Work independently on special projects as requested

Required Qualifications:

- Graduate or student of Master of Library Science from an ALA accredited program
- Basic technology competency skills along with knowledge of digital resources
- Enthusiastic and friendly customer service attitude and cooperative work ethic
- Must be able to stoop, bend, reach, walk, stand and lift up to 30 pounds

Preferred Qualifications:

- Graduate or student of Master of Library Science from an ALA accredited program
- Understanding of library ILS applications, specifically CARL