



**HUMAN RESOURCES DEPARTMENT  
ANNOUNCEMENT OF VACANCY**

**POSITION:** Librarian II – Adult Services  
**AGENCY:** Various Locations  
**SALARY:** \$50,594.00 - \$57,074.00

---

For a complete description of Detroit Public Library, log on to [www.detroitpubliclibrary.org](http://www.detroitpubliclibrary.org).

**APPLICATION INSTRUCTIONS – INTERNAL & EXTERNAL APPLICANTS**

- *Submit completed resume with cover letter to [tsimon@detroitpubliclibrary.org](mailto:tsimon@detroitpubliclibrary.org)*

No person shall be subject to discrimination in employment, in any program or activity of the Detroit Public Library.

***See below for job specification for essential functions and qualifications***

**JOB DESCRIPTION**  
**Librarian II – Adult Services**



**LIBRARIAN II - ADULT SERVICES**

Job Family: **Public Services Group** FLSA Status: **Non-Exempt**  
Revised Date: **November 2010** Bargaining Unit: **UAW-Pool**

**GENERAL PURPOSE:** Under general supervision, provides general reference and/or specialized customer service within an assigned adult services program area of the Detroit Public Library (DPL); provides assistance to library customers such as analyzing library needs, selecting library materials, advises the public in the use of library materials and resources, and handles reference and information search requests; provides quality customer service; and supports organizational goals, policies and guidelines.

**SUPERVISION RECEIVED/EXERCISED:** Works under the general supervision of assigned Library – supervisor; and does not exercise supervisory responsibility.

**DISTINGUISHING CHARACTERISTICS:** This is second in a series of three in the Librarian job series. It is distinguished from the Librarian I in that incumbents generally perform the full range of professional library work at a central library or at a branch library. Work is performed independently in accordance with general policies and accepted professional practices. Work assignments are performed with greater independence. Progression from Librarian I to Librarian II requires 18 months of full-time library experience and Level 2 Librarian Certification by the State of Michigan.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**In adult services area of assignment:**

- Provides instruction and assistance to customers in person, via telephone, and e-mail; locates library materials and other information using integrated library system, online databases, and Internet resources; searches shelves for materials; places; holds on materials for transfer from or to other DPL locations; accesses customer records and checks for accuracy of information and status of holds; calls other branches and libraries on behalf of customers; identifies appropriate resources for customers' academic or personal research projects; assists customers with the selection of reading materials based on their interests; teaches customers one-on-one how to use the library catalog and databases to research projects and papers; helps customers in compiling bibliographic references; assists customers with the use of computers, printers, copy machines and other peripheral equipment; and responds to questions concerning library activities, events, and programs.
- Selects books, videos, and audio materials to add to collections; prepares lists of items for purchase from online vendors; labels books and audiobooks in preparation for shelving; ensures that stamping and labeling is accurate; updates and maintains library database; evaluated gift books for addition to the collection, book sale, or discards; weeds books and other materials which are no longer appropriate for circulation or cannot be repaired; and repairs books and materials when possible.

## **JOB DESCRIPTION**

### **Librarian II – Adult Services**

#### **PRIMARY DUTIES AND RESPONSIBILITIES (Continued):**

- Processes incoming and outgoing interlibrary loan materials; processes outgoing hold materials; pulls requested items from library collection and processes them for transit using library catalog; sends items via interdepartmental mail to requesting library agency/branch; receives incoming requested items for local customers; processes items for holds using library catalog; labels items for hold shelf and notifies the customer that items have arrived; and removes expired holds from the hold shelf.
- Plans, develops, and conducts adult services programs for the local community; designs and prepares marketing information to publicize events; maintains meeting room calendar; oversees presentations; regulates the use of library space; directs and assists presenters entering building with equipment or resources; locates necessary audio visual equipment and coordinates logistics for event; facilitates programs or events; selects books for discussion, plans meetings; prepares discussion questions and participates in discussion; provides literacy tutoring to the public; and prepares lesson plans, worksheets, and tools to aid in learning to read.
- Maintains various statistics such as daily reference statistics, disposal/acquisition statistics, meeting and activity statistics, and federal depository statistics.
- Supports supervisor and assumes responsibilities in their absence related to building security and other library customer issues; arbitrates customer disputes regarding service or fines, library materials not returned or any other library related interactions; performs opening and closing routines; checks doors at closing, ensuring that library is ready for next day; supervises tidying of library by clerical assistants; and ensures building alarm system is properly set at close.
- Performs miscellaneous duties such as keyboarding; computer troubleshooting; creating displays to encourage traffic flow and visibility of materials; laminates shelf-reading, records audio selections of public domain materials; oversees supply inventory; processes gifts; maintains bulletin boards; may open and distribute departmental mail; prepares work schedules; and substitutes as reference librarian at other library locations as needed.
- Provides support to the assigned Library – supervisor on matters as directed; participates on a variety of committees as assigned; prepares and presents reports and other necessary correspondence; attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment; ensures processes, policies and practices are interpreted and applied consistently and effectively; ensures accountability and compliance with all current and applicable state and federal laws, Library policies and procedures, rules and regulations.
- Ensures an environment of customer-responsive services, providing customer-responsive service and handling customer service issues.
- Develop content and deliver training programs for the community.
- Performs other duties as assigned or required.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Master's Degree in Library and Information Science from an ALA accredited institution and 18 months professional library experience; OR an equivalent combination of education and experience.

##### **Required Licenses or Certifications:**

- Must possess a valid State of Michigan Driver's License.

##### **Certifications Preferred:**

- Level 2 Librarian Certification by the State of Michigan.

##### **Required Knowledge of:**

- Basic principles and practices of library science.
- Principles and techniques of library materials selection and cataloging.

## **JOB DESCRIPTION**

### **Librarian II – Adult Services**

#### **Required Knowledge of (Continued):**

- Dewey Decimal system, the alphabetical systems of shelving, and computer searching techniques.
- Books, publishing, the book trade, and book review media.
- Basic reference tools and services.
- Automated library information retrieval system.
- Reference and circulation processes and procedures. Understanding of different classification schemes for library materials.
- Significant authors, associations and publishers of books and reference sources in the assigned field.
- Project/program planning principles and practices.
- Public and community relations principles and practices.
- Other pertinent federal, state, and local laws, codes, and regulations.
- Modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, and statistical databases.
- Public library operations, services, and policies.
- Customer service standards and procedures.

#### **Required Skill in:**

- Interacting with people of different social, economic, and ethnic backgrounds.
- Analyzing, evaluating, and selecting appropriate level library materials.
- Finding answers to general reference questions.
- Assisting with the coordination of the development and maintenance of library collections.
- Selecting materials and collections of contemporary significance and of permanent value.
- Command of all reference tools used.
- Library research techniques, including the use of technology.
- Database records management.
- Problem solving and decision-making.
- Program design and development.
- Presenting ideas and concepts orally and in writing.
- Working cooperatively with internal and external customers in a professional, friendly and cooperative manner.
- Responding to inquiries in effective oral and written communications.
- Utilizing personal computer software programs affecting assigned work and in compiling and preparing spreadsheets and reports.
- Establishing and maintaining effective working relationships with Library and department staff, board members, outside agencies, and the general public.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard library environment.
- Subject to sitting, standing, walking, stair climbing, reaching, and lifting of objects up to 25 pounds.
- Must be able to push/pull library carts and lift/carry library materials.
- Must be able to work a flexible schedule including Sundays.