



CITY OF  
**Sterling  
Heights**

InnovatingLiving

The City of Sterling Heights is seeking two part-time Librarians who are committed to the mission of the Sterling Heights Public Library and capable of providing excellent library services and programming to patrons!

### Visioning Statement

Sterling Heights is a vibrant, inclusive community for residents and businesses that is safe, active, progressive, and distinctive. Sterling Heights - a bold vision for an exceptional quality of life.

### Guiding Principles

Safe, well maintained and desirable neighborhoods enhanced by great schools

Plentiful leisure and recreation opportunities featuring fully utilized parks

Abundant pathways for biking and walking

Focal points that are both public and private to serve as destinations for residents and visitors



Are you ready to unlock your career potential in a fast-paced and dynamic role?

## OUR STORY

The City of Sterling Heights was incorporated on July 1, 1968. Over the course of the ensuing fifty years, the City has distinguished itself with a history of achievement in the field of municipal governance. This success is largely attributable to the original City Charter that established the Council / Manager form of government in Sterling Heights. The City Manager appointed by the City Council serves as the chief administrative officer and brings professional leadership and management to the day-to-day operations of the City. The City Council is comprised of the Mayor, Mayor-Pro-Tem, and five Council members, all of whom are elected at-large to four year terms.

Sterling Heights is a destination city for those seeking to reside in a community offering quality and affordable housing, excellent full-service public services, and abundant year-round recreational opportunities. The City's police and fire services are renowned for excellence and many administrators are recognized as leaders in their respective fields. The City strives to improve its performance on behalf of its businesses and leaders on a continuing basis.



This commitment to continuous improvement has facilitated the growth of Sterling Heights over the past fifty years. With over 130,000 residents, Sterling Heights is on the verge of becoming the third most populated municipality in Michigan. Commensurate with this status, the City has invested millions of dollars in roads, infrastructure, and facilities. The City's commitment to strategic planning in the form of its Visioning 2030 initiative assures that every material decision is evaluated in light of the following Visioning Statement:

*A vibrant, inclusive community for residents and businesses that is safe, active, progressive and distinctive. Sterling Heights – a bold vision for an exceptional quality of life.*



The City provides a progressive and supportive work environment that allows employees to maximize their professional development and potential. The City is committed to diversity, equity, and inclusion. Creativity, problem-solving, and innovation are highly desired traits in prospective employees.

# STERLING HEIGHTS PUBLIC LIBRARY VISION

The Sterling Heights Public Library serves as an information center for the City. To accomplish their mission of offering a wide variety of materials and services for education, entertainment, and enrichment, the Library offers an array of services and activities for Adults, Youth, and Families.

Their key goals include providing up-to-date information for residents; providing access to information and resources beyond the Library's in-house collection; and maintaining a high standard of friendly and professional assistance in providing reference, information, referral, and circulation services.

## POSITION SUMMARY

The part-time Librarian position reports to the Public Service Coordinator and is responsible for reference and readers advisory services, collection development activities, instruction in the use of the library and its resources, and in updating and verifying the bibliographic content of the catalog database. The part-time Librarian also develops and presents programs, and provides a high-level of customer services to all library patrons. One of the two current vacancies is located within Youth Services, working with primarily children, and the other is more technology-focused, working with patrons of all ages.

## QUALIFICATIONS

The minimum qualifications required for this position include:

- A Master's Degree in Library Science
- Strong oral and written communication skills
- Experience creating and conducting children/teen/family/adult programming
- Ability to work evening and weekend work schedule
- Knowledge of online databases, reference resources, and public computer applications to assist the general public
- Knowledge of popular reading trends
- Knowledge of tablet and mobile devices and the ability to help patrons use them for accessing Overdrive, Hoopla, and other digital services
- Ability to establish and maintain effective working relationships with colleagues, supervisors, and the general public



## WHAT'S IN IT FOR YOU?

The new part-time librarian is eligible to receive a top of the market compensation and a generous schedule of paid time off (PTO).



## HOW TO APPLY

Interested candidates may apply online at:  
<https://www.sterling-heights.net/487/Apply-for-a-City-Job>

For questions regarding the opportunity, please email [hr@sterling-heights.net](mailto:hr@sterling-heights.net).

In accordance with Michigan's Freedom of Information Act, resumes of applicants may be subject to public disclosures.

**E/O/M/F/D**