



July 18, 2022

The Farmington Community Library is seeking a creative, energetic, ambitious, and dedicated Part Time Adult Services Librarian. The successful candidate will possess excellent technology and instruction skills, be service oriented and excited to grow, learn and share knowledge with both peers and patrons. This candidate should have knowledge of best library practices, familiarity with reference materials for adults and teens, and an awareness of current reading, viewing, and listening interests. The library actively seeks individuals whose commitments and contributions will advance our mission to be a diverse and equitable organization. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team and reflect the community we serve.

Position Available: Part Time Librarian 1 - Adult Services Department

Salary: Starting at \$20.61

Full-time Position: 24 hours per week, to include nights and weekends

Fringe Benefits: Excellent

Please include your cover letter, resume, and application. Application available at:
http://history.farmlib.org/pdfs/Employment_Application_3_2018.pdf

Deadline for application packet is August 1, 2022 at 5:00 PM to:

Crystal Peterson
Crystal.Peterson@farmlib.org
Farmington Community Library
32737 West 12 Mile Road
Farmington Hills, MI 48334

Employee Classification: Librarian I

Job Summary:

Under the supervision of Department Head, Librarians beginning their career focus on the Library's philosophy, policies and procedures as they apply the knowledge gained in library school. New librarians provide public services to children, young adults or adults. Such services include reader's advisory, reference in print and electronic formats, and programming.

Essential Duties/Responsibilities may include, but are not limited to:

- Provides quick and accurate reference and reader's advisory services to the public, using both print and electronic resources.
- Provides computer and technology assistance to patrons. Assists patrons in learning to use the Library's electronic resources, databases and in-house technology
- Develops programs for adults under the supervision of the Department Head.
- Participates in Library, community, and consortium committees
- Creates and maintains displays to promote Library collections, programs, and services
- Participates in collection development in assigned areas with responsibility for selection, weeding and promoting use of the collection.
- 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.
- Other tasks and special assignments may be assigned
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Minimum Qualifications:

- Master's Degree in Library and Information Science from a school accredited by the American Library Association.
- One year experience in public libraries preferred.
- Professional certification as a Librarian from the Library of Michigan or ability to gain it within 1 year.
- Ability to learn new and emerging technologies.
- Proficient in the use of social media platforms.
- Excellent oral and written communication skills and the ability to communicate technical topics effectively and easily to novices
- Experience teaching technology literacy and skills to patrons with a range of technical knowledge and abilities.
- Strong organizational skills and the ability to set and modify work priorities independently with a high degree of initiative.
- Demonstrates creativity, flexibility, and a positive attitude.
- Exhibits patience, tact and poise in a busy setting serving patrons and staff with high expectations.
- Critical thinking skills, knowledge of literature, current events and general information
- Excellent customer service skills and professional attitude towards providing public library services to patrons.
- Exhibits good judgment and ability to establish and maintain effective working relationships with other staff and supervisors.
- Excellent understanding of Library policies, procedures, philosophy and Public Service Values.
- Demonstrates regular and predictable attendance, including attendance at required meetings.

This job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Physical Activity Requirements:

Degree of physical demands (strength) usually associated with the essential functions of the job

- The ability to lift, push and/or pull up to 20 lbs., and push carts weighing up to 200 lbs.

Equipment Commonly Associated with this Job:

Computer equipment plus peripherals, scanner, computer projector, telephone reception system, microform reader printers and office machinery, among others.