



## EMPLOYMENT OPPORTUNITY

The Bloomfield Township Public Library is looking for an enthusiastic, energetic librarian committed to high quality library service to join the Adult Services team. The Bloomfield Township Public Library is a Class 5 library serving a community of 44,253 residents. There is strong community support for the Library, its collections, its services, and the programs offered. The library promotes inclusivity through 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:** Full-time, 37.5 hours per week, including evenings and weekends on a flexible basis.

### WAGES & BENEFITS:

\$26.95 per hour, increasing to \$27.33 per hour upon successfully completing a three-month orientation period. Paid time-off benefits include vacation, sick, holiday, personal business, and emergency time. Health, dental, and vision insurances, 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.

### REQUIREMENTS:

#### MINIMUM:

- Master's degree 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
- Proficiency in current computing environments, both desktop and mobile
- Knowledge of contemporary trends and practices in public libraries
- Experience with library database use and downloadable resources
- 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
- Knowledge of literature, media, and other materials found in the library's collections, as well as in the culture at large
- Ability to lift, push, and/or pull at least 20 pounds
- Ability to visually review materials and discern vocal and audible tones

#### DESIREABLE:

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

- Skill providing reader's advisory to patrons of various ages and abilities
- Experience with genealogy, local history, and archives

**RESPONSIBILITIES:**

- Provide positive, professional service to the public
- Plan, promote, and conduct programs at the Library and out in the wider community
- Provide reference and readers' advisory service to library users
- Participate in the selection, development, and evaluation of print, non-print, and electronic resources
- Instruct patrons in the use of the library catalog, databases, downloadable materials, and other library technology
- Create content for library website and social media channels
- Other duties as assigned

There are no day-to-day supervisory responsibilities associated with this position; however, may provide direction to other librarians, clerical assistants, or pages as needed. Serves as Senior-in-Charge for the library on a rotating basis.

**APPLICATION:** Due Sunday, September 18, 2022.

Must include:

- resume
- cover letter
- completed library application form

Careers  
Bloomfield Township Public Library  
1099 Lone Pine Road  
Bloomfield Township, MI 48302  
Phone: (248) 642-5800  
Email: [careers@btpl.org](mailto:careers@btpl.org)  
Fax: (248) 258-2555

Applications can also be delivered to the Library in person.

*Bloomfield Township Public Library champions the power of words  
to spark discovery and imagination.  
For more information about the Library, visit our website: [www.btpl.org](http://www.btpl.org)*