

# WIXOM PUBLIC LIBRARY

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## **JOB POSTING – ADULT & SUPPORT SERVICES LIBRARIAN**

The Wixom Public Library seeks a community-minded and public service-oriented full-time Adult & Support Services Librarian. The ideal candidate should have excellent interpersonal skills, an interest in innovative library services, and a commitment to serving patrons of all ages, backgrounds and abilities.

**POSITION: ADULT & SUPPORT SERVICES LIBRARIAN, FULL-TIME**

**REPORTS TO:** Library Director

**SALARY:** Starting between \$48,500 – \$51,500 depending on experience and qualifications

**HOURS:** 37.5 hours per week, including 2 evening shifts per week and weekends

**BENEFITS:** Health insurance (including secondary insurance plan to assist with copays and deductibles); dental, vision, and life insurance; defined contribution retirement plan (MERS) with 11% employer contribution; retirement healthcare savings account with 3.5% employer contribution; paid time off includes vacation, 12 paid holidays, sick days, and personal business; employee assistance plan; paid professional memberships and professional development.  
Optional benefits: MERS 457 plan, flexible spending plan

### **PRIMARY RESPONSIBILITIES:**

- Provides reference and reader's advisory services.
- Supervises the operation of the Circulation Department, according to established circulation policies and procedures.
- Supervises the activities of circulation clerks as assigned. Assists in hiring, training and evaluating work performance of assigned staff.
- Maintains segments of the library's adult collection by selecting and weeding materials.
- Manages budgets allocated for adult materials and programming as assigned.
- Plans, prepares and presents adult programs and book discussion groups. Coordinates the adult summer reading program.
- Assists the Library Director with adult services and support services planning.
- Attends staff meetings, conferences and workshops, and reads professional literature to stay current in the field.
- Serves as the Librarian-In-Charge in the absence of the Library Director and Head of Youth Services.

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## QUALIFICATIONS:

### Education and Experience

- Master's Degree in Library and Information Science from an ALA-accredited school.
- Level 1 or 2 Librarian Certification from Library of Michigan.
- Minimum of 3 years public librarian experience.

### Skills and Abilities

- Advanced knowledge of public library services.
- Ability to create new and innovative library procedures and services.
- Demonstrated ability to use technology, including automated library system, office productivity software, electronic resources, and databases.
- Ability to communicate effectively and courteously with director, library staff, and the public.
- Exhibit flexibility and willingness to lead in a collaborative team environment.
- Excellent interpersonal, communication, organization and time management skills.
- Commitment to public service and serving patrons of all ages, backgrounds, and abilities.
- Self-motivated and able to exercise initiative and independent judgement.
- Ability to understand, interpret, and communicate library policies and procedures.

## PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands include ability to carry books or boxes of books; pull or push book carts; sit or stand for extended periods of time; bend, stoop, reach or crouch; keyboarding; visual acuity to read spine labels, computer screens, and other printed documents; ability to use telephone.

## APPLICATION INFORMATION:

Resume, Cover Letter, and City of Wixom application are required. Applications are available at [wixomlibrary.org/employment](http://wixomlibrary.org/employment). Submit application materials electronically to Andrea Dickson, Library Director, at [andrea@wixomlibrary.org](mailto:andrea@wixomlibrary.org)

**DEADLINE:** Saturday, September 17, 2022

The Wixom Public Library is an Equal Opportunity Employer.