

November 14, 2022

Farmington Community Library is proud to be a welcoming space for everyone in the Farmington and Farmington Hills community. Both FCL locations serve as public spaces for ideas, create collaboration between neighbors and businesses, and offer services that meet community needs. 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: Librarian I – Children’s Department (PT Non-Exempt)

HOURS: 24 hours per week, including days, nights, and weekends on a flexible basis; FCL Farmington location

RESPONSIBILITIES: Reports to the Head of Children’s Services and assists the public by answering reference questions, creating innovative programming, and ordering and maintaining collections.

- Provides quick and accurate reference and readers’ advisory services to the public, using both print and electronic resources.
- Assists patrons in learning to use the automated circulation system, electronic resources, and the Internet.
- Provides Children’s and/or Adult programming, under the supervision of the Department Head. Children’s staff must become aware of the developmental ages of the child and the activities appropriate for each developmental stage.
- Participates in collection development in assigned areas with responsibility for selection, weeding and promoting use of the collection through creation of bibliographies.
- Becomes familiar with the Library’s Reference Collection and all special collections, thereby serving as a resource for other Information Desk staff.
- May receive a secondary assignment to demonstrate employee understanding and proficiency in the Library’s approach to a special collection or service.
- 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.

MINIMUM QUALIFICATIONS:

- Master’s Degree in Library and Information Science from a school accredited by the American Library Association or within six months of attaining degree.
- Professional certification as a Librarian from the Library of Michigan or ability to gain it within 1 year.
- 1 year of experience in a Library setting.
- Application of the basic principles, concepts, and methodology of professional librarianship in performing basic assignments, operations, or procedures.
- Critical thinking skills, as applied to successfully answering reference inquiries.
- Knowledge of literature, current events, and general information found helpful in resolving reference inquiries.
- Effective oral and written communication skills.
- Professional attitude towards providing public library services to patrons.
- Familiarity with current technology, i.e., general computer literacy, knowledge of the Internet, Microsoft Office, and other electronic sources of information.
- Ability to establish and maintain effective working relationships with other staff and supervisors.
- Excellent understanding of Library policies, procedures, philosophy, and Public Service Values.
- Ability to lift, push, and/or pull at least twenty pounds

SALARY:

\$21.00 per hour with MLIS or \$18.00 per hour without MLIS

BENEFITS:

Vacation, sick leave, personal leave, and holidays, defined contribution plan

APPLICATION:

Cover letter, resume, and application due Wednesday, December 2, 2022, at 5:00 PM [Employment Application](#)

To: Farmington Community Library
Attn: Crystal Peterson
32737 W. Twelve Mile Road
Farmington Hills, Michigan 48334
Electronically to: Crystal.Peterson@farmlib.org

Farmington Community Library

FCL Farmington • 23500 Liberty St. • (248) 553-0321
FCL Farmington Hills • 32737 W. 12 Mile Rd. • (248) 553-0300