



EMPLOYMENT OPPORTUNITIES

City of Dearborn Human Resources Department
16901 Michigan Avenue, Dearborn, Mich. 48126
Open Monday - Friday, 8 a.m. to 5 p.m.
Phone (313) 943-2053
Equal Opportunity Employer
Apply online at www.cityofdearborn.org

LIBRARIAN I

SALARY: Minimum: \$52,433 per year Maximum: \$66,420 per year

Position will typically hire at minimum pay and follow a step progression to maximum

GENERAL DESCRIPTION:

This position is responsible for performing library functions in accordance with an assigned area. Responsibilities may include supervising part-time staff; providing services to patrons; developing library programs for the community; and maintaining library collections.

TYPICAL CLASS ESSENTIAL DUTIES: (See online job posting for complete specs)

- Supervises part-time staff to include: prioritizing and assigning work; conducting performance evaluations; coordinating staff training; and supporting personnel procedures. Supervisor-in-charge of building evenings and Saturdays.
- Provides services to patrons, including: assisting individuals in the use of library materials and technology; assisting patrons in finding library materials; scheduling customer use of meeting rooms; and responding to patron complaints and questions.
- Develops educational, entertainment, and other programs for children, teens, and the general public; manages relationships with the community to promote library services; prepares displays or posts to social media to advertise library materials. Attends meetings as required.
- Selects and disposes of library materials to maintain library collections.
- 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.

EXPERIENCE AND TRAINING REQUIRED: Master's degree in Library Science, or in final semester of Master's program, with some related experience.

LICENSING REQUIRED: Librarian of Michigan Level 2 certification or ability to acquire within 6 months of hire. Valid State of Michigan Driver's License

POST OFFER REQUIREMENTS: Satisfactory completion of background check and a drug screen that tests for illegal drugs as defined by the Federal Drug Free Workplace Act but not those legalized under Michigan law.

LAST DATE FOR FILING APPLICATIONS: 8:00 a.m., Monday, December 5, 2022

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