

# CIDL

CLARKSTON INDEPENDENCE  
DISTRICT LIBRARY

Innovate. Enrich. Educate.

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6495 Clarkston Road  
Clarkston, MI 48346

## Part-time Librarian

**Salary:** \$18.00-\$27.00 per hour

**Hours:** 20-25 per week, including nights and some weekends

### Primary job duties:

#### Duties include, but are not limited to:

- Provide quick and accurate reference for all ages
- Assists patrons with computer catalog, electronic resources, and the Internet
- Develops and presents library programs for a general adult audience
- Attends and participates in staff meetings and discussions
- Perform other library duties as assigned
- Assist patrons in obtaining information in a variety of formats
- Provide readers' advisory services
- Participate in developing Library policies and procedures

### Qualifications:

- ALA accredited MLIS
- Experience working in adult services
- Flexibility to work varied hours
- Strong oral and written communication skills
- Ability to offer reader's advisory
- Ability to establish and maintain effective working relationships
- Experience planning programs for adult audience
- Experience with using Polaris and MeL
- Knowledge of Microsoft Office

**Reports to:** Head of Adult Services

### Send cover letter, resume, and contact information for three references by email to:

David Silberman, Head of Adult Services

[Silbermand@cidlibrary.org](mailto:Silbermand@cidlibrary.org)

**Deadline for applications:** December 5, 2022

An Equal Opportunity Employer