

OXFORD PUBLIC LIBRARY

530 Pontiac Street · P.O. Box 538 · Oxford, Michigan · 48371 · (248) 628-3034

EMPLOYMENT OPPORTUNITY

Administration

Bryan J. Cloutier
Library Director & CEO

Mary Ann Dorda
Administrative Assistant

Adult Services

Jaema Berman
Department Head

Youth Services

Kim Burean
Department Head

Teen Services

Rachael Quinn
Department Head

Support Services

Jackie Seimer
Department Head

Outreach Services

Jennifer Erard
Program Facilitator

Facilities Maintenance

Terry Brewer
Building Superintendent

Executive Board

Kathy Hoeflein
President

Tony Rizzo
Vice-President

Lynn Royster
Treasurer

Julie Fracker
Secretary

DuAnne Cook
Trustee

Barbara Kriigel
Trustee

Position

Adult Services Librarian

Education & Experience

Education: Masters Degree in Library / Information Science from an ALA-accredited college or university.

Desirable: Bachelor's Degree in English / History or any related subject field, with prior public library experience in Adult fiction, non-fiction and reference is desired.

Experience & Certification: A minimum of one (1) year of public library experience with a Professional Certificate [level II] or higher issued by the Library of Michigan, or ability to obtain one within six (6) months of hire.

Nature of the Work

As a professional senior-level member of the Library's Adult Services Team, this individual reports to the Head of Adult Services, and is charged with the responsibility of selecting, acquiring, classifying, and maintaining library materials; planning and delivering client-centered programs; and furnishing reference, bibliographical, and readers' advisory services. May assist the Department Head in performing in-depth, strategic research, and synthesize, analyze, and edit information.

This position requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard, library policies, or accepted practices. This individual plans and prioritizes work and is expected to solve problems by adapting methods or interpreting instructions.

Hours

Part-time; Average 26 hours weekly, including some evenings and weekends

Salary

Starting Salary \$20.00; Paid hourly

Prorated Benefits Package includes: Paid Holidays, Vacation, Sick Leave; and Retirement

Application Deadline

1 opening. Open until filled;

First consideration given to applications received on or before Friday, December 16, 2022.

Application Process

Send a current resume and cover letter to:

Oxford Public Library
Attn: Bryan J. Cloutier, Library Director
PO Box 538
Oxford, MI 48371

Or, email submissions will be accepted at: bcloutier@miopl.org

Questions: 248 628-3034

7 December 2022