

**December 15, 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 II - Head of Acquisitions (Full Time – Exempt)

**HOURS:** 40 hours per week, including days, nights, and weekends on a flexible basis

**RESPONSIBILITIES:** Reports to the Director and cooperates closely with the Library's other Department Heads as a member of the Management Team

- Responsible for direct supervision of Acquisitions personnel, including Librarians, Library Assistants, Pages, and Volunteers
- Provides day-to-day management of the department, including training, supervising, evaluating, hiring, scheduling, budgeting, and recommending department needs
- Monitors and resolves conflicts involving procedures for staff
- Responsible for conducting departmental meetings and retaining minutes (for two years)
- Administers the Library's integrated library system (ILS) which is currently Polaris
- Manages contracts for ILS system; works with vendors and negotiates annual contracts
- Serves as the primary contact for material vendors
- Manages acquisition, cataloging, and processing of physical items
- Oversees authority control
- Keeps the library's bibliographic database accurate and up to date
- Ensures that materials become available to the public in a timely manner and are catalogued in a way that enhances their accessibility
- Maintains internal cataloging and processing guidelines
- Performs routine maintenance and troubleshooting of equipment such as RFID pads, self-check machines and automated sorter
- Year-end processing which includes running a variety of reports, building a new hierarchy, oversees distribution and spending of the library's annual material budget
- Performs copy and original cataloging of library material
- Implements ongoing electronic ordering

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Farmington Community Library

FCL Farmington • 23500 Liberty St. • (248) 553-0321  
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- Integrates electronic resources into the Library's database
- Maintains awareness of trends in library technology, customer service, and automation
- Assist with OCLC products (OCLC and Connexion), ILL problems, MeLCat, and Inn Reach
- Facilitates large scale projects such as system upgrades and catalog migrations
- Explores and collaborates on ideas for improving patron experience at FCL
- May perform other duties of a similar nature as assigned

**MINIMUM QUALIFICATIONS:**

- Master's Degree in Library Science from an ALA accredited institution
- Eligibility for certification from the Library of Michigan
- Experience in managing and evaluating staff
- Experience in a library's Technical Services department

**PREFERRED QUALIFICATIONS:**

- Strong customer service and problem-solving skills
- Knowledge of RDA, AACR2, MARC, and Dewey Decimal Classification
- Knowledge of Integrated Library Systems
- HTML/SQL experience
- Ability to learn new software and technology quickly
- Ability to push or pull carts of books or other materials up to 200 pounds
- Ability to lift, bend, or stoop in order to shelve materials

**SALARY:**

Starting at \$54,824

**BENEFITS:**

Health insurance, vacation, sick leave, personal leave, and holidays, defined contribution plan

**APPLICATION:**

Application, cover letter, and resume accepted through Wednesday, January 11 at 5:00 PM. [Employment Application here](#)

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

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