



Will you be the first International Services Librarian at the Novi Public Library? Due to a retirement, we have created this new position to enhance the cultural services we provide to our community. The City of Novi is one of the most diverse in the area with a rich tapestry of cultural heritage. Here is your opportunity to create programs and provide services that engage our diverse community.

Position: International Services Librarian, Full Time

Job Duties:

- Develop, maintain, evaluate, and improve the Library's ESL and Foreign Language programs and services.
- Provide culturally inclusive programs and services that enhance and support the diversity within our community.
- Provides readers' advisory, reference services and computer assistance using a variety of collections, materials and formats.
- Trains and assists patrons with day-to-day computer questions and learning new technology and software.
- Participates in collection development and maintenance, keeping within monetary and physical space constraints.
- Responsiveness and sensitivity to cultural and language differences.
- Ability to adapt and respond to multiple priorities, interruptions and demands, and resolve problem situations in a positive manner.
- Seek professional continuing education, both organized and casual, with an air toward keeping services current and appropriate.
- Communicate effectively with patrons, co-workers, and professional colleagues.
- Perform other duties as assigned.

Job Requirements:

- MLS from an ALA accredited school.
- Bilingual preferred.
- Knowledge of International language collection preferred.
- Minimum of two years of collection development experience.
- Dedication to public service.
- Enthusiastic, friendly, self-motivated and creative.
- Strong organizational skills and attention to detail.
- Knowledge of Internet and computer related technology.
- Excellent oral and written communications skills.
- Physical mobility, vision, hearing, and manual dexterity essential.
- Maintain physical condition necessary for sitting, standing, bending, and /or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 500 pounds; operating assigned equipment; picking up litter; spreading ice melt.
- Evening and weekend hours are required.

Salary: \$45,555.00 Annually

Hours: 40 hours per week

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Benefits:

- Vacation, personal business, sick and holiday
- Health, vision, dental and life insurance
- Retirement plan

Application:

- Resume, cover letter and application required.
- Available at <http://www.novibrary.org/About-Us/Employment-Volunteering.aspx>
- Send to: Marcia Dominick, Administrative Assistant
Novi Public Library
45255 W. Ten Mile Road
Novi, Michigan 48375
- E-mail: mdominick@novibrary.org

Deadline: Wednesday, July 25, 2018 at 5 p.m.