



**9800 Pontiac Trail  
South Lyon, MI 48178  
248-437-6431 | [ssdl.info](http://ssdl.info)**

## **POSITION AVAILABLE**

### **Adult Services Librarian**

Pay Range: \$16.55 - \$18.00 hourly.

Hours: Part-time 16-19 hours per week. Includes some evenings, Saturday, and Sunday hours.

Reports to: Head of Adult Services

The Salem-South Lyon District Library is seeking a part-time Adult Services Librarian. The position requires the ability to work hard, have fun, and provide amazing service.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide a high level of customer service to all ages through comprehensive reader's advisory, reference and technology assistance. Enjoys assisting customers in the use of library resources.
- Assists Head of Adult Services with assigned tasks, including but not limited to:
  - Collection development,
  - Programming with an emphasis on enrichment and lifelong learning,
  - Connecting with community organizations to promote the library as value,
  - Sensitive to current and trending community needs and aspirations
- Seeks out alternative funding, i.e. grants, awards.
- Participates in professional organizations, continuing education and development.
- May oversee library operations in absence of supervisory staff.

### **MINIMUM QUALIFICATIONS include:**

- Master's Degree in Library and Information Science from an ALA accredited program
- Enthusiastic customer service philosophy
- Proficient in the use of technology, including, but not limited to, digital resources and mobile devices
- Shows an interest in trending library services and technology
- Strong organizational and creative problem-solving skills
- Ability to multi-task, prioritize duties, work independently and meet deadlines
- Excellent written and oral communication skills, including public speaking
- Ability to interact with staff and customers with tact, courtesy and good judgment
- Must be willing to work variable hours including some evenings and weekends
- Physical ability and stamina to perform typical job duties
- Public library experience

PREFERRED QUALIFICATIONS include:

- Winning attitude: positive, upbeat, focused
- Initiative: seeks opportunities, uses good judgment, takes intelligent risks
- Accountability: recognizes responsibilities and lives up to commitments

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements.

APPLY:

Qualified applicants should submit a resume and application by email or fax. Applications are available at [ssldl.info/about/library-employment](http://ssldl.info/about/library-employment).

Salem-South Lyon District Library

9800 Pontiac Trail

South Lyon, MI 48178

Attention: Amelia Yunker, Head of Adult Services

[ayunker@ssldl.info](mailto:ayunker@ssldl.info) Phone: (248) 437-6431 x201 FAX: (248) 437-6593

Deadline for submissions: August 24, 2018 by 5:00 PM

Interviews anticipated: Week of August 27, 2018

Decision anticipated by: ASAP

Starting date: ASAP

**THE SALEM-SOUTH LYON DISTRICT LIBRARY IS AN "AT WILL," EQUAL OPPORTUNITY EMPLOYER.**



# Salem-South Lyon District Library

*Imagine the Possibilities*

9800 Pontiac Trl, South Lyon, MI 48178

Phone: 248-437-6431 | Fax: 248-437-6593

## Employment Application: Adult Services Librarian

This application must be completed thoroughly and included along with your cover letter, and resume. Send these documents as a single, combined PDF attachment to: Amelia Yunker at [ayunker@ssldl.info](mailto:ayunker@ssldl.info) with "Adult Services Librarian" in the subject of the email by **5 PM Friday, August 24, 2018** in order to be considered for this position.

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this library? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a crime or offense, other than a minor traffic violation? YES  NO

If yes, explain: \_\_\_\_\_

### Education

College: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**EMPLOYMENT HISTORY - Start with present or most recent job and list all previous employers. If you need more space, continue on a separate sheet.**

Employer	Dates		Hourly Rate/Salary	
Telephone + Area Code	From	To	Start	Final
Address (City, State, Zip)				
Job Title	Supervisor			
Reason(s) for Leaving	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> _____			
Work Performed				

Employer	Dates		Hourly Rate/Salary	
Telephone + Area Code	From	To	Start	Final
Address (City, State, Zip)				
Job Title	Supervisor			
Reason(s) for Leaving	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> _____			
Work Performed				

Employer	Dates		Hourly Rate/Salary	
Telephone + Area Code	From	To	Start	Final
Address (City, State, Zip)				
Job Title	Supervisor			
Reason(s) for Leaving	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> _____			
Work Performed				

Employer	Dates		Hourly Rate/Salary	
Telephone + Area Code	From	To	Start	Final
Address (City, State, Zip)				
Job Title	Supervisor			
Reason(s) for Leaving	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> _____			
Work Performed				

## References

*Please list at least 3 professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Disclaimer and Signature

*I agree and understand that all the information and statements on my application are correct and no attempt has been made to conceal or withhold pertinent information. I agree that any omission falsification, or misrepresentation is cause for my immediate termination at any time during my employment.*

*I authorize investigation of all statements contained in this application for any employment related purpose and I understand that a criminal background check will be performed as part of the hiring process. I hereby release any references and current or former employers for all liability for any information they may give you.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_