Job Posting

Job title: Social Media Librarian
Part Time: 20 hours/week

Supervised by: Head of Adult Services
Supervises: No regular supervisory responsibility

Under supervision of the Head of Adult Services, promotes and markets the Library through the use of social media and the Library’s monthly enewsletter, works regularly scheduled adult desk shifts, provides reference, computer, and readers advisory, and has purchasing responsibilities in the adult non-fiction collection as assigned.

Job summary:
• Maintains the Library’s social media presence through Facebook, Twitter, Instagram, etc.
• Creates content for, and publishes the Library’s monthly enewsletter
• Participates in weekly library marketing meetings
• Facilitates the twice yearly Local Author Showcase
• Plans/facilitates occasional adult programs
• Assists library patrons with research in print and electronic formats
• Assists library patrons in general reader materials selection
• Acquaints patrons with the resources of the Library. Gives instructions and assistance in the use of on-line catalog systems, reference materials, library technology, and other services
• Assists in minor troubleshooting and maintenance of equipment, including printers, copiers, and computers
• Communicates with, and assists, circulation and technical services staff as needed
• Enforces Library public policies
• May serve as Person-in-Charge during the absence of senior staff
• Weekend and evening hours required
• Additional duties as assigned

Required Qualifications:
• MIS or MLIS from an ALA-accredited program
• Experience in assisting all library patrons with reference questions, reader’s advisory, and general collection issues
• Ability to instruct library patrons on proper use of library equipment
• Strong oral and written communications skills, including the ability to explain technology concepts to users with a variety of skill levels

Desired Qualifications:
• Marketing and social media experience

Compensation: $19.00+ per hour dependent on experience. Sick, vacation, and holiday pay, optional Section 125 Cafeteria Plan, and 457 deferred-compensation plan

Send resume, cover letter, and library application by September 25, 2019 to: bdlemployment@brightonlibrary.info
Subject line should include: Social Media Librarian Search {Your Last Name}
The Library is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state or federal law. Michigan law requires that a person with a disability or handicap requiring accommodation to perform the essential duties of the job must notify the employer, in writing, within 182 days of the date that the need is known or should have been known.

Position Applied For: _________________________________ Date of Application: ______________

Date You Can Start: _________________________________

Name: ___________________________________________ Social Security #: ________________

__________________ ________________ _MI

Last First

Present Address: ____________________________________________________________________

Street                         City

Present Address: ____________________________________________________________________

Street                         City

Home Phone: (____)____________ Work Phone: (____)____________ Cell Phone: (____)____________

Are you 18 years or older? _______ Yes ________ No

Are there any hours or days of the week you cannot work? ________ If so, when? _________________________

Salary Desired: __________________________ Type of Employment: ________ Full-time ________ Part-time

Are you employed now? ________________ May we contact your present employer? ________________

Have you ever applied to this library before? ________ When? ________________________________

Under what name? __________________________________________________________
### Education:

<table>
<thead>
<tr>
<th>Name and Address of School</th>
<th>No. of Years Attended</th>
<th>Did you Graduate?</th>
<th>Subject/Major</th>
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<td>Elementary School</td>
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Do you have US Military experience?  ____________________ Date Entered:  ____________________

Branch:  ___________  Rank:  _____________  Date Discharged:  ____________  Honorably?  ______

Are you lawfully entitled to be employed in the United States?  __________________________________

Have you ever been convicted of a crime except a minor traffic violation?  _________  No  _________  Yes
(The response to this question will be considered in the context of its job-relatedness only.)

If so, please state citation, date and place where the offense occurred:  _____________________________
_________________________________________________________________________________
_________________________________________________________________________________

Please provide any additional information such as special skills, training, management experience, equipment
operation or qualifications you feel will be helpful to us in considering your application:  ________________
_________________________________________________________________________________
_________________________________________________________________________________

**References:** Three individuals not related to you, whom you have known for at least one year:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address and Telephone</th>
<th>Relationship</th>
<th>Years Acquainted</th>
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**Current and Most Recent Former Employers:** (Most Recent First)

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<tr>
<th>Date Month/Year</th>
<th>Name, Address And Telephone No. of Employer</th>
<th>Salary: Starting/Ending</th>
<th>Last Position Held/Responsibilities</th>
<th>Reason for Leaving</th>
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May we contact the employers listed? _________ Yes _________ No

If not, which one(s)? _________________________________________________________________
Please read the following statement carefully before signing to indicate your understanding:

I understand that, prior to being offered employment, I may be requested to take an employment examination. In the event that I have a disability that will affect my ability to take the test, I will so inform the Library prior to the administration of the test so that a reasonable accommodation can be made. The Library reserves the right to require medical documentation regarding the need for accommodation.

I further understand that I may be required to take a drug/alcohol test prior to being employed and that cooperating in the administration of this test and passing it are conditions for employment.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements or omitted information on this application may result in termination.

I authorize investigation of all statements contained in this application for any employment-related purpose. I release the listed references and all employers, except those specifically expected,* to provide you with any and all applicable information they may have. I hereby release these references and former employers from all liability for any information they may give to you.

I agree that any action or suit against the Library arising out of my employment or termination of employment, including, but not limited to, claims arising under state or federal civil rights statuses, must be brought within 301 days of the even giving rise to the claims or forever be barred. I waive any limitations period to the contrary.

__________________________________  _______________________________________________
Date                                                              Signature

*Employers specifically excepted: __________________________________________________

For Employer Use Only

Interviewed by: __________________________________ Date: ______________ Hired: ______ Yes ______ No
Starting Date: ____________________ Position: ____________________ Wage: ______________