**JOB POSTING**

**CLINTON-MACOMB PUBLIC LIBRARY**

**FULL-TIME POPULAR MATERIALS LIBRARIAN**

**Position:** Full-time Popular Materials Librarian, 37.5 hours a week, including some evening and weekend hours

This person will be based at the Main Library, but be expected to work at all three library locations as well as out in the community. This person will report to the Head of Popular Materials.

**Salary:** $44,737 per year ($55,871 current maximum based on a 10-step scale)

**Benefits:** Medical, dental, vision, short-term disability, long-term disability, and life insurance; sick leave, 3 weeks’ vacation, standard holidays; 401A pension after one year.

Optional: 457B retirement plan and flexible spending account.

**Primary Job Duties:**
- Provides professional reader’s advisory and reference services
- Assists customers in use of the library and its print and electronic resources including helping customers with personal electronic devices
- Prepares bibliographies or information resource guides and keeps them current
- Participates in collection development as assigned
- Plans, promotes and runs programs targeted towards adults and seniors
- Develops and implements outreach opportunities outside of the library
- Promotes and markets the library’s collections, programs, and initiatives in coordination with the Head of Community Relations, Marketing and Development
- Works independently within the broad guidelines set by library policies and the Library Director
- Participates in planning library objectives and services
- Motivates, establishes and maintains effective working relationships with coworkers, supervisors, volunteers, other community agencies and the public
- Assumes responsibilities for supervision of personnel and facilities in the absence of senior staff
- Serves as staff member in charge one Sunday per year
- Maintains awareness of new developments and trends in the field through professional journals, workshops, conferences, etc.
- Prepares for emergencies and helps maintain a safe work environment
- Responds to calls from alarm system monitoring firm as necessary
- Performs related duties as required
Required Qualifications:
- Master’s degree in library science from an ALA-accredited library school
- Delivers consistently friendly, attentive, welcoming, high quality customer service
- Knowledgeable about the philosophy and techniques of public library services
- Demonstrated knowledge of library materials and resources of interest to adults
- Embraces change in work environment, procedures and services
- Able to understand and carry out oral and written instructions
- Able to prioritize duties and tasks; work independently and assume responsibility
- Is highly responsive and has clear oral and written communication skills
- High energy, self-motivation to create and embrace new services
- Awareness of new developments and trends in public libraries, the community and society
- Full range of Internet skills and experience
- Able to troubleshoot library technology in coordination with the Head of IT
- Good typing skills
- Good organizational skills
- Knowledge of English language, spelling and arithmetic

Mental Requirements:
- Is accurate
- Able to maintain confidentiality of library records and administrative matters
- Is flexible, works under short time constraints, and meets deadlines
- Able to interact and work effectively with customers, supervisors, co-workers, contractors and volunteers
- Able to interpret and follow policies and guidelines

Physical Requirements:
- Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; climbing ladders; pushing book carts; spreading ice melt
- Standing or sitting for periods of time
- Writing or typing to complete work forms

Process:
- Deadline for applications: Friday, October 18, 2019, 5 p.m.
- Interviews anticipated: October 23-30, 2019
- Decision anticipated by: October 31, 2019
- Target starting date: ASAP
Apply to: Amy Young, Head of Popular Materials
Clinton-Macomb Public Library
40900 Romeo Plank Road
Clinton Township, MI 48038
AYoung@cmpl.org

Items to submit (in a single PDF file):
• Cover letter
• Resume
• CMPL Employment Application (available: https://cmpl.org/employment/)
• Answers to the following questions:

1. Provide two examples of when you were a participant in workplace change – one when the change was managed well and one when it was not and your thoughts about both experiences.

2. Describe three programs targeted at adults and/or families not currently offered by the Clinton-Macomb Public Library that you would like to provide for the community.

3. The Popular Materials Department plays a major role in reader’s advisory for users, where do you see this kind of service going in 3-5 years? What will we need to be doing as librarians to maintain successful customer satisfaction for our reader’s advisory users?

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. This is an at-will position.
The Clinton-Macomb Public Library is an equal opportunity employer. All decisions affecting employment shall be made without regard to an individual’s race, color, religion, marital status, familial status, family responsibilities, veteran status, age, sex, sexual orientation, gender identity, height, weight, national origin, disability or other classification protected under federal, state or local law.

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. This is an at-will position. The Clinton-Macomb Public Library is an equal opportunity employer. All decisions affecting employment shall be made without regard to an individual’s race, color, religion, marital status, familial status, family responsibilities, veteran status, age, sex, sexual orientation, gender identity, height, weight, national origin, disability or other classification protected under federal, state or local law.