



**Cromaine District Library  
Hartland, Michigan**

**Adult Services Librarian – Full Time  
Starting range: \$20-\$22/hr**

**REPORTS TO:** Adult Services Manager

**DUTIES AND RESPONSIBILITIES:**

- Provides personalized reference interviews and reader's advisory assistance in-person and via phone, email, and live chat, utilizing print and non-print resources.
- Instructs the public on library navigation, online catalog, public access computers, and digital resource usage.
- Designs and executes library programming for adults, creating and hosting in-house programs and arranging for external presenters, as well as assisting with other programs and events as needed.
- Develops and manages assigned collection(s).
- Requests materials for patrons through our shared network or MeL as needed.
- Creates bibliographies, blog posts, podcasts, and displays to promote library collections and services.
- Participates in outreach activities and community partnerships to further the reach of the library.
- Stays abreast of emerging library trends and services through professional journals, continuing education, and networking.
- Assists other departments as needed, and other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education and Certification**

- Master's degree from an ALA-accredited program required
- Library of Michigan certification level 1 or 2, or ability to obtain certification
- Experience providing public library services to adults preferred

**Skills and Abilities**

- Genuine interest in providing superior public service and serving adults.
- Ability and desire to achieve and maintain cooperative and effective relations with members of the public and with other employees.
- Desire to work collaboratively with adult services team to develop services.
- Demonstrated knowledge of popular reading materials and digital resources.
- Ability to select appropriate materials for assigned collection(s).
- Desire to present innovative and traditional library programs to adults.
- Ability to work independently, take initiative, and use good judgment.
- Ability to use a variety of technologies, including operating systems, ILS, as well as varied software and applications.
- Excellent time management and effective prioritization skills.
- Displays critical thinking skills and is detail-oriented.
- Excellent written and oral communication skills in English.
- Flexibility in scheduling, including the ability to work evenings, Saturdays, and Sundays.

**3688 N. Hartland Road ♦ P. O. Box 308 ♦ Hartland, Michigan 48353**

**P: 810.632.5200 ♦ F: 810.632.7351**

**WWW.CROMAINE.ORG**



### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly required to talk or hear, and occasionally required to travel to other locations. The employee is frequently required to sit, stand, walk, reach with hands and arms, use hands to finger, handle, or feel, and stoop, kneel, or crouch. The employee regularly must lift and/or move moderately heavy objects, including shelving carts. Specific vision requirements of the job include near vision, distance vision, color vision, and peripheral vision.

### **BENEFITS**

Full-time benefits include paid vacation, sick and business time (available after completion of the 6-month introductory period), plus holiday pay, paid birthday and paid bereavement leave. Health insurance (an HSA plan) is provided for the employee and the employee may purchase health insurance for dependents at the library's rates. Dental insurance, optical coverage, life insurance, short- and long-term disability are all provided for the employee. You may purchase several AFLAC plans at the library's rate with a pre-tax deduction. TIAA-CREF defined contribution retirement is provided at 10% employer contribution and immediately vested with no required employee match.

### **TO APPLY**

Send your application (available at [www.cromaine.org/job-board](http://www.cromaine.org/job-board)), resume, cover letter, and contact information for two professional references to [drandolf@cromaine.org](mailto:drandolf@cromaine.org)— **applications received prior to September 30, 2021 preferred; applications accepted until filled.**