

Ecorse Public Library
4184 W Jefferson
Ecorse, MI 48229

GENERAL DESCRIPTION:

Under the direction of the Library Director, the Public Services Librarian creates and implements programs and engages with the community through outreach, events, and thoughtful collaboration. The ideal candidate is passionate about the transformative role libraries should have in the lives of the community. They are enthusiastic, creative, collaborative, and excited to deliver out-of-the-box customer experiences.

POSITION: Full Time Librarian

REPORTS TO: Director—

SALARY: \$18-20 per hour, benefits

HOURS: 32 to 40 per week, including Saturday and evening, pay holidays, vacation time

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides and models excellent customer service in all aspects of the job.
- Creates, plans, and implements a variety of programs and activities both in and out of the library.
- Provide assistance with patrons
- Provides outreach services
- Compiles and shares monthly program statistics
- Increases skills and knowledge through professional reading, webinars, and workshops.
- Provide circulation desk services for library users of all ages
- Facilitates public displays.
- Provides patron-focused reference and reader's advisory services for all ages using library catalog, Internet search engines, and subscription databases.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to plan, coordinate and direct work.
- Ability to always treat co-workers and the public with courtesy and respect.
- Strong written, verbal, and technological skills.
- Demonstrate emotional intelligence and ability to work through difficult situations.

QUALIFICATIONS:

- Master of Library Science from ALA accredited school required.
- Minimum two years librarian experience preferred.

PHYSICAL DEMANDS: The physical demands described here are representative of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may frequently perform these actions:

- Stand, walk, and sit
- Use hands and fingers to handle books, paper, and technology
- Lift and/or move up to 25 pounds

APPLICATION PROCESS:

- Submit resume and cover letter to cpinkston@ecorse.lib.mi.us
- Provide three professional reference contacts.
- Position open until filled.