



**Cromaine District Library
Hartland, Michigan**

**Adult Services Librarian - 30 Hour Position
Starting range: \$20-\$22/hr**

REPORTS TO: Adult Services Manager

DUTIES AND RESPONSIBILITIES:

- Provides personalized reference interviews and reader's advisory assistance utilizing print and non-print resources.
- Instructs the public on library navigation, online catalog, public access computers, and digital resource usage.
- Collection development and management responsibilities for 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.
- Designs and executes library programming for adults, as well as assisting with other programs and events as needed.
- 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

- Masters 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.
- Ability and desire to achieve and maintain cooperative and effective relations with members of the public and with other employees.
- 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 and take initiative.
- Ability to use a variety of technologies, including operating systems, ILS, as well as varied software and applications.
- Excellent time management 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.

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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.

Send your application (available at www.cromaine.org/job-board), resume, cover letter, and contact information for two professional references to brentola@cromaine.org— **applications received prior to March 27, 2020 preferred; applications accepted until filled.**