City of Madison Heights Public Library

Full-Time Job Opportunity

*LIBRARY TECHNICIAN*

Wages: $41,390 - $47,259 annually, plus competitive benefits

The City of Madison Heights Public Library Needs You!

Have you seen the great things going on lately at the Madison Heights Library? Do you like the amazing Facebook posts including #bookfacefriday? You can join in the fun and add your creativity to the mix! The City is seeking an enthusiastic Library Technician who is eager to keep the Library moving forward and assist patrons with all of their circulation needs.

The successful applicant will have a strong background in and/or aptitude for computers, keeping a hands-on approach to ensure the library computer systems are operational and up to date. Strong organizational skills, some bookkeeping or statistical experience, ability to coordinate the schedules of and supervise part-time staff, and ability to assist all patrons pleasantly and effectively are all must-have qualities!

Take a look at the complete job description and requirements, and apply today at www.madison-heights.org/jobs. Be sure to upload your college transcripts, driver’s license and any certifications you have.

Application Deadline: Friday, January 3, 2020 at 4:30 pm

Form I-9 must be completed at time of hire.

MADISON HEIGHTS RESIDENCY IS NOT REQUIRED

An Equal Employment Opportunity Employer
JOB DESCRIPTION
LIBRARY TECHNICIAN
CITY OF MADISON HEIGHTS (UNION POSITION)

GENERAL STATEMENT OF DUTIES:

To provide professional library support and supervisory work assisting in the operation of the Madison Heights Public Library, including overseeing circulation, interlibrary loans, and automation, to ensure seamless operations and an overall positive experience for library patrons.

Utilizing current modern library methods and principles, an employee in this position performs varied library duties of some complexity.

SUPERVISION RECEIVED:
Work is performed under the general supervision of the Library Director or designee; however, an employee in this position is expected to work independently without constant supervision.

SUPERVISION EXERCISED:
Supervision is exercised over regular part-time Library Assistants and volunteers.

TYPICAL EXAMPLES OF WORK:

An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.) Other duties may be assigned as necessary. Employee holding this position is expected to maintain and update knowledge in job-related skills, office procedures, computers, and office equipment.

- Train, schedule, and supervise circulation desk staff; maintain and order supplies; prepare forms and guidelines for use of the circulation system; prepare statistical reports on library usage; oversee interlibrary loan transactions; balance cash register and prepare financial reports; maintain order in the Library.
- As primary library technology specialist, serve as liaison between the City’s IT contractor and the library to ensure the library’s technology needs are addressed.
- Maintain library computer equipment and train staff in its operation; troubleshoot computer and telecommunications problems; maintain system files, tapes, and indexes; plan for system upgrades and assist in the implementation of new modules; attend Shared Automation Users Group and Circulation Services Committee meetings – maintain up-to-date knowledge of library technology and its application to daily operations.
- Renew subscriptions and maintain files for periodicals and newspaper acquisitions and storage. Oversee the automated serials module.
- Maintain and develop the physical audio media and digital media collections including: eBook, eAudio and digital magazines.
- Assist Library Director with compiling data for reports and budget statistics as directed.
- Share responsibility for opening and closing the Library; including the morning and evening register counts dependent on schedule, assist at the circulation desk as needed, train and assist patrons in using the electronic catalog, other databases, and the Internet.
- Establish and maintain effective working relations, and work pleasantly and effectively with elected officials, department heads, supervisors, employees, union officials, other governmental agencies and the general public even during stressful situations.
- Perform related work as required.
JOB DESCRIPTION (CONTINUED)

LIBRARY TECHNICIAN

CITY OF MADISON HEIGHTS
(UNION POSITION)

REQUIRED EDUCATION AND EXPERIENCE:
- Graduation from high school (or GED) supplemented by an Associate’s Degree in Library Technology;
- Minimum one year experience working in a Library required; candidates with demonstrated increased responsibilities preferred.

WORK ENVIRONMENT/PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee primarily works in an office setting. Onsite visits and/or meetings where varying conditions exist may be necessary.

The employee must be able to remain in a stationary position for much of the workday. The employee frequently operates a computer and other office productivity machinery such as a telephone, calculator, copy machine and printer. The person in this position frequently moves about inside the office to access file cabinets, office machinery etc. May occasionally move file boxes weighing more than 25 pounds. The person in this position constantly communicates with Councilmembers, staff and general public. Must be able to communicate clearly and professionally in all situations.