

Novi Public Library

JOB TITLE: Librarian

REPORTS TO: Head of Information Services

PRIMARY DUTIES & RESPONSIBILITIES:

- Provides readers' advisory and reference services and provides computer assistance using a variety of collections, materials and formats.
- Participates in collection development and maintenance, keeping within monetary and physical space constraints.
- Promotes programming services appropriate to the needs of the community.
- Trains and assists guests with day-to-day computer questions and learning new technology and software.
- Engage in outreach opportunities within the community.

OTHER DUTIES & RESPONSIBILITIES:

- Adapts and responds to multiple priorities, interruptions and demands, and resolves problem situations in a positive manner.
- Seeks professional continuing education, both organized and casual, with an air toward keeping services current and appropriate; member of professional development; member of internal and external committees.
- Communicates effectively with guests, co-workers, and professional colleagues.
- Enforces library policies relevant to public use; responds to emergencies and provides support, as needed; acts quickly, exercising good judgment.
- Mentors and trains MLS Librarian Intern; trains and oversees department volunteers; scheduling of department staff.
- Works positively and collaboratively across departments to accomplish department goals.
- Performs other duties as assigned.

JOB QUALIFICATIONS:

- MLS from an ALA accredited school.
- Knowledge of adult and youth literature.
- Dedicated to public service.
- Dedicated to providing positive customer service.
- Enthusiastic, positive, friendly, self-motivated, creative and approachable.
- Strong obligation to confidentiality.
- Strong organizational skills and attention to detail.
- Proficient in MS Office, Internet browsers, and other computer related technology.
- Excellent verbal, written, and interpersonal communication skills.
- Values diversity in the workplace and in the community.
- Ability to speak multiple languages helpful.
- May require a valid Michigan driver's license based on assignment.

WORKING ENVIRONMENT:

- Physical mobility, vision, hearing, and manual dexterity essential.
- Maintain physical condition necessary for sitting, standing, bending, and /or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 500 pounds; operating assigned equipment; picking up litter; spreading ice melt.
- Evening, weekend, and some holiday hours are required.

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Hours: 20 hours per week

Monday/Wednesday 2pm. To 9 p.m.

Friday/Saturday C team 12 p.m. -6 p.m.

Salary: \$21.90 per hour

Benefits: Time benefits (vacation, personal business, sick and holiday) based on a part-time employee formula.

Application:

- Only complete application packets (which include a current **Novi Public Library application, resume, and cover letter**) will be considered. Incomplete application packets will not be reviewed.
- NPL applications available at <https://novilibrary.applicantp...>
- Employment offer dependent on results of a physical, background check, and in-person job skills testing.
- Send to:

Nicole Williams, HR Specialist Novi Public Library 45255 W. Ten Mile Rd. Novi, MI 48375

nwilliams@novilibrary.org

Deadline: Open until Filled

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.