Plymouth District Library – Job Posting
http://plymouthlibrary.org

TITLE: Librarian - Adult Services Part-time (24 hours per week)
Schedule includes: day, evening and weekend hours, and an occasional Sunday.

SALARY: $22.50/ per hour
Pro-rated vacation and sick-time, holiday pay.

REPORTS TO: Adult Services Coordinator

DESCRIPTION: Regular duties include reference and readers advisory service to adults and children. Librarians also assist patrons using the online catalog and other electronic resources. Librarians are assigned responsibility for collection development in designated areas, and/or particular services such as test proctoring, gifts and memorials, and outreach. Librarians may also plan and facilitate library programs for the public and contribute to the library’s online presence.

REQUIREMENTS:
• Knowledge of the principles and practices of public library functions.
• Technology skills on a variety of information delivery platforms, such as chat, text, email, phone, fax, mobile devices, social media, content management systems, audio, and video.
• Strong online searching and information evaluation skills.
• Enthusiasm for learning and adapting to new ideas and technologies.
• Interpersonal and judgmental skills necessary to work effectively with library staff and patrons in a busy environment
• Ability to communicate effectively
• Accuracy and attention to detail
• Strong public service commitment and positive attitude
• Flexibility in scheduling required; this position includes regular evenings and Saturdays, and some Sundays throughout the year. Some travel may be required to conduct school or other outreach visits and to attend meetings, conferences, or training sessions.

QUALIFICATIONS:
• MLIS or equivalent from an ALA accredited university
• One to two years experience providing direct customer service
• Formal classes in public library services and collections for adults and youth or equivalent experience

COVER LETTER AND RESUME TO: Robyn Lowenstein, Human Resources Manager
humanresources@plymouthlibrary.org
Plymouth District Library
223 S. Main Street
Plymouth MI 48170-1687

DEADLINE: 02/22/2019 by 4:00pm

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the library. The Plymouth District Library does not discriminate in its employment on the basis of race, color, religion, national origin, citizenship, sex, age, height, weight, marital status, veteran status or disability. We provide reasonable accommodation for qualified individuals with a disability if requested.