

JOB OPPORTUNITY

Librarian – Adult (Part-time)

- Location:** Public Library - City of Royal Oak, MI
- Open Until:** April 24, 2019 at 4:00 PM EST
- Job Status:** Part-Time – 20 hours a week; including Wednesday evenings until 9:00 PM, Saturdays from 9:00 AM – 6:00 PM and Sundays from 12:00 PM – 5:00 PM
- Rate of Pay:** Pay ranges from \$21.00 - \$27.30

Job Description

Serving the Adult Services department of the Royal Oak Public Library, the **Librarian – Adult** serves at the public reference information desk and assists with the preparation of tools to guide users to library resources or promote aspects of library services and collections.

A **Librarian - Adult** 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*)

- Responsible for all adult media collections both physical and digital
- Provide reference and readers' advisory services
- Provide advice in use of the library systems and resources, including print and online materials
- Participate in collection development, evaluation and weeding
- Assist with web content updates
- Prepare library displays and bibliographies
- Develop and implement innovative and exciting public programs

Schedule Requirements

- 20 hours per week
- Work every Wednesday evening to 9 pm
- Work every other Saturday 9 am - 6 pm
- Work every other Sunday 12 - 5 pm during the school year

Training and Experience:

A **Librarian - Adult**, *upon application*, shall have the following training and experience:

Required:

- Master's Degree in Library Science or equivalent from ALA Accredited School
- Experience in a facility with online reference information and database tools

Preferred:

- Two years professional public library experience

FOR MORE DETAILS AND TO APPLY FOR THIS POSITION PLEASE VISIT:

<http://www.romi.gov/jobs/> -or- inquire with Human Resources

www.romi.gov