

Position Title: Administrator
Reports to: Charter Township of Royal Oak Public Library Board of Trustees
Hours of work: 21 to 25 hours per week Tuesday thru Thursday

Purpose and Scope:

The Administrator works under the supervision of the Charter Township of Royal Oak Library Trustee Board. He or she must perform various professional tasks, such as focusing on the community including reference, collection development, community outreach programs, assisting patrons in the selection and use of library materials.

Specific Duties:

1. Assist patrons on-site, by telephone or via the internet, locating the information requested. He or she must utilize all formats of information, including print, multimedia and digital resources. This information is accessed through traditional tools, as well as, data bases, computers and other mobile devices.
2. Plan, organize and supervise programs.
3. Create displays and promotional materials to spotlight collection services and programs.
4. Use outreach to connect with community organizations and promote the library as a resource.
5. Participate in continuing education opportunities.
6. Contribute information to the library website and social media outlet as needed.
7. Attend and participate in board meetings and other work related meetings.
8. Assist at circulation desk and other duties as assigned.

Qualifications:

1. High School Diploma and/or a GED
2. Strong Customer Service skills, along with dedication to the public.
3. Demonstrates proficiency with PC and Internet applications and mobile devices.
4. Ability to handle confidential and sensitive information in an appropriate and secure manner.
5. Ability to organize work under minimal supervision.

Please fax or mail Resume to:
Charter Township of Royal Oak Public Library
21131 Gardenlane 2nd floor
Ferndale, Michigan 48220
248-658-0154 ~ FAX
send resume