Position Opening

POSITION: Part-time Librarian

DUTIES: 
* Knowledge of current library theories and practices 
* Research and answer reference questions 
* Perform reader’s advisory work to assist patrons in the selection of materials 
* Work with patrons in Adult, Teen, and Children’s Services 
* Interact and work effectively with customers, supervisors, and co-workers 
* Participate in collection management under supervision of the Operations Manager including: collection evaluation and development; selective weeding 
* Assist with general operation of the library, including helping opening and closing building; preparing and arranging displays 
* Communicate effectively in person and in writing 
* Operate computers including; use of databases; word processing, spreadsheets and other office applications 
* Work under short time constraints to meet deadlines 
* Interpret and follow policies and guidelines. 
* Must be available for flexible work schedule as needed 
* Perform other duties as assigned

LOCATION: Graubner Library 
65821 Van Dyke, Washington, MI 48095

QUALIFICATIONS: 
* Master’s degree in Library Science from an ALA accredited program or the equivalent combination of appropriate coursework in Library Science and library-related experience 
* Demonstrated knowledge of principles and practices of library science and technology and their application to the use of reference tools, book selection, criteria and methodology; and common library resources 
* Dependable work habits; attention to detail; ability to work quickly and accurately; reliability; flexibility 
* Knowledge of all computer applications and hardware related to performance of the essential functions of the job 
* Lift and carry objects up to 50 lbs.
RESPONSIBLE TO: Operations Manager

SALARY: $17.18 per hour, no benefits

HOURS: up to 29 hours per week; includes day, weekend, and evening hours

SUBMIT: Letter of interest, completed job application and resume to:
Claire Lopiccolo, Director
Romeo District Library
65821 Van Dyke
Washington, MI 48095
claire@romeodistrictlibrary.org

www.romerodistrictlibrary.org