POSITION OPENING

TITLE: Librarian I

WAGES & BENEFITS: $18.30 per hour; pro-rated vacation, sick, and holiday time

STATUS: Part-time, 20 hours per week; work schedule includes some evenings and weekends

REPORTS TO: Head of Adult Services

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Staff the Adult Reference Desk.
- Provide readers advisory and reference services to all patrons.
- Instruct patrons in the use of library resources.
- Provide assistance in the use of library computer equipment and assist with troubleshooting.
- Participate in collection development and maintenance as assigned.
- Assist with planning and presenting programs on or off site.
- Assist with publicizing the library and its programs.
- Assist in representing the library on social media.
- Assist with website content and updating.
- Assist with reports and compiling statistics.
- Maintain interest and awareness of library developments appropriate to the position.
- Some additional tasks in support of programs, training, and collection development may be assigned.

REQUIRED QUALIFICATIONS:

- Master's Degree in Library Science/Information Technology from an American Library Association accredited graduate school, or equivalent experience
- Coursework and/or experience in computers and electronic sources
- Knowledge of library collection development tools, reference materials, and bibliographic sources
- Expertise in using information technology and troubleshooting computers, printers, and software
- Demonstrated ability to:
  - Communicate effectively orally and in writing
  - Stimulate interest in the use of library sources and programs
  - Project an enthusiastic and positive image of the library
  - Set priorities in a changing environment and make decisions in a timely manner
  - Achieve and maintain cooperative and effective relations with staff and public
  - Work comfortably with all age groups

TO APPLY: Submit in a single document: completed Saline District Library employment application (available at www.salinelibrary.org), letter of application, and resume to: Jess@salinelibrary.org or by mail to: Jess Hesselgrave, Head of Adult Services, Saline District Library, 555 N. Maple Rd., Saline, MI 48176

Applications received by Friday, July 26, 2019 will receive first consideration.
POSITION OPENING

TITLE: Librarian I
WAGES: $18.80 per hour
STATUS: Part-time, 4-12 hrs. per week; schedule includes evenings and weekends + substitute hrs.
REPORTS TO: Head of Adult Services

ESSENTIAL DUTIES and RESPONSIBILITIES:
• Staff the Adult Reference Desk.
• Provide readers advisory and reference services to all patrons.
• Instruct patrons in the use of library resources.
• Provide assistance in the use of library computer equipment and assist with troubleshooting.
• Maintain interest and awareness of library developments appropriate to the position.
• Some additional tasks in support of programs, training, and collection development may be assigned.

REQUIRED QUALIFICATIONS:
• Master's Degree in Library Science/Information Technology from an American Library Association accredited graduate school, or equivalent experience
• Coursework and/or experience in computers and electronic sources
• Knowledge of library collection development tools, reference materials, and bibliographic sources
• Expertise in using information technology and troubleshooting computers, printers, and software
• Demonstrated ability to:
  o Communicate effectively orally and in writing
  o Stimulate interest in the use of library sources and programs
  o Project an enthusiastic and positive image of the library
  o Set priorities in a changing environment and make decisions in a timely manner
  o Achieve and maintain cooperative and effective relations with staff and public
  o Work comfortably with all age groups

TO APPLY: Submit in a single document: completed Saline District Library employment application (available at www.salinelibrary.org), letter of application, and resume to: Jess@salinelibrary.org or by mail to: Jess Hesselgrave, Head of Adult Services, Saline District Library, 555 N. Maple Rd., Saline, MI 48176
Applications received by Friday, July 26, 2019 will receive first consideration.