AN EQUAL OPPORTUNITY EMPLOYER: The City of Troy is committed to providing equal opportunity employment to all applicants. The City of Troy will consider all qualified applicants for employment regardless of race, religion, color, sex, height, weight, marital status, national origin, age, disability, or veteran status or any other basis protected by federal and state law.

The Troy Public Library is the hub of the vibrant, dynamic, and diverse City of Troy. The Library sees over 700,000 visitors per year and serves an educated and involved community.

HOURS: Part-time, year-round. Works 20 hours including daytime, evenings, and weekends. **Below is an example schedule for this position. Weekend shifts are rotated among staff members.**

Shifts are:
- Monday 12:45 PM – 9:30 PM
- Saturday 9:30 AM – 5:15 PM
- Wednesday & Thursday 9:30 AM – 3:30 PM
- Sunday 12:30 PM – 5:15 PM

**DUTIES**
- Under the supervision of the Head of Digital Services, works as a public service librarian specializing in technology resources, including electronic references, downloadable ebooks and audiobooks, and databases.
- Evaluates and makes recommendations regarding adequacy of services or programs
- Develops and leads high quality technology classes and programs
- Utilizes library and technology systems to provide efficient service and perform reference and user guidance.
- Assists in library website development.
- May participate in selection of print and non-print material.
- Serves as on-duty staff as needed, making decisions dealing with library security, policy, emergency procedures, customer service and conflict resolution.
- Performs related duties as required.

**REQUIREMENTS**
- Master of Library Science degree from a library school accredited by the American Library Association.
- Applicants must submit proof of degree with application and official transcript at time of interview.
- Proficient with electronic databases, Microsoft Office applications, social network sites and the Internet as well as electronic devices such as eReaders and tablets.
- Experience using content management software for website development.
- Ability to interact courteously and effectively with the public, library staff, library volunteers, and other City departments.
- Ability to work in a collaborative, dynamic, fast-paced environment, using excellent organizational and time management skills.
- Must possess a valid Michigan Driver License with a good driving record (based on City of Troy standards).
- As a condition of employment, the successful candidate must pass a background check and pre-employment physical.

**PREFERENCES**
- Experience teaching technology such as eReaders, tablets, smartphones, online databases, etc. in a group and/or one-on-one environment.
- Public Library experience.
- Knowledge of Polaris Library System Software.

**APPLY**
Applications are available at [www.troymi.gov/jobopenings](http://www.troymi.gov/jobopenings) and can be sent to apply@troymi.gov or turned into the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084.

Your application is part of the review process; be sure it is complete. Attaching a resume is not required, however, all information requested on the application form must be completed (i.e. writing “see resume” is not sufficient).