



Part-Time Adult Services Librarian Employment Opportunity

Pay rate: MLIS or MIS degree - \$18.50 - \$21.00 an hour based on experience and education
Student in MLIS or MIS program - \$16.50 an hour with significant progress towards degree

Hours: Set schedule of 20 - 28 hours per week, including evening and Saturday hours, with the possibility of additional substitute hours.

Benefits: Pro-rated vacation, sick and personal business leave; **dental &** life insurance

Responsibilities:

- Offer excellent customer service while providing reference and reader's advisory services for adults and occasionally teens and children
- Develops and manages assigned print and electronic collections
- Assist with planning and implementation of traditional and innovative adult programming
- Assist library patrons with electronic and downloadable digital resources on various devices
- Collaborate with staff throughout the library on projects and services that improve the patron library experience
- Provide backup support to other departments as needed
- Follow and enforce all library rules, policies, procedures and patron privacy laws
- Perform related duties and general library work as necessary

Minimum Qualifications:

Education and Certification:

- ALA-accredited MLIS or MIS degree or significant progress in MLIS or MIS program
- Must possess a valid Michigan State driver's license

Skills and Abilities:

- Enthusiasm and commitment to public service excellence
- Ability to work effectively with customers and other library employees
- Exhibit flexibility and a willingness to work in a dynamic and changing environment
- Computer proficiency, including use of electronic resources, databases and Microsoft Office applications; the ability to teach others these same skills
- Strong interpersonal, communication, organizational, and time management skills
- Ability to work effectively and courteously with the public and other library employees
- Lift, carry and push items up to 50 pounds, including shelving carts
- Business working environment
- Occasionally required to drive to other locations for meetings, outreach or training

Email cover letter, resume, and [application](#) to: arosen@whitelakelibrary.org, Amy Rosen, Assistant Director

Dates: Applications received **before November 29, 2021**, preferred applications accepted until filled.

The White Lake Township Library is an equal opportunity employer.