



The Library Network

Libraries Working Together

41365 Vincent Court, Novi, MI 48375
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Online: <http://tln.lib.mi.us>

Newsletter for the week of February 4, 2019

Job - Youth Reference Librarian - Part-time - Dexter District Library

Job - Circulation Clerk - Part-time - Auburn Hills Public Library

Job - Youth & Teen Services Programming Intern - Rochester Hills Public Library

Job - Community Relations & Volunteer Coordinator - Clarkston Independence District Library

Job - Youth Services Intern - Brighton District Library

DEXTER DISTRICT LIBRARY

Job Description

Position – Reference Librarian – Youth Department

Rate of Pay/Benefits

\$18.25 per hour

Part-time, no benefits – 20 hours per week.

Description

The Reference Librarian, under the supervision of the department supervisor, will be responsible for specific aspects of the Library's youth reference services. The Reference Librarian works with the department head to produce the highest possible quality library services to the community served by the Dexter District Library.

Requirements

Master's degree in Library Science from an ALA accredited graduate school

Coursework and/or experience with computers, electronic services and the Internet

Knowledge of collection development tools, reference materials and bibliographic resources

Possess or be eligible for a valid Michigan Professional Librarian's Certificate

Possess valid Michigan driver's license

Demonstrated ability to

Provide superior customer service

Effectively communicate orally and in writing

Stimulate interest in Library collections and facilities

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 relationships with the director, other staff members and members of the public

Work comfortably with all age groups

Organize and monitor work of others

Duties

Develops and maintains aspects of the juvenile collection; evaluates and recommends materials for purchase; responsible for maintenance of the collection through inventory, shelf reading, and discarding materials

Provides accurate reference service through a variety of delivery systems (in-person, over the telephone and via e-mail)

Effectively uses and is able to teach others to use the Library's electronic catalog

Assists patrons in locating materials in the collection

Verifies that certain materials are not owned by the Library and takes appropriate steps to secure material through interlibrary loan or purchase

Supervises behavior of patrons and enforces Library policies

3255 ALPINE STREET • DEXTER, MICHIGAN • 48130
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Maintains clean, fresh appearance of youth areas during shifts
Creates in-house displays and decorations highlighting programs and areas of the collection
Generates bibliographies and other finding tools
Designs promotional literature
Possesses the ability to perform all tasks related to the circulation of materials
Supports paraprofessional, technical, and clerical services staff as needed
Provides Library promotional and orientation tours to outside groups
Other duties as assigned

Physical Activity

Walking around and standing for 2-4 hours at a time
Ability to use standard computer terminals with 14" screens
Lifting and carrying boxes (up to 25 lbs.); stooping, bending, reaching overhead and horizontally to retrieve books from shelves; pulling, pushing full book carts, etc.

Professional Development

Maintains an interest in and current awareness of developments relevant to the position through professional journals, workshops and continuing education.

Terms of Employment – Part-time wage, benefits, and termination of employment in accordance with Board policy. Work schedule will include evening and weekend hours. The department supervisor will determine the schedule. Employment is in good faith and at will. There is a three-month probationary period.

Evaluation - The department supervisor will evaluate employee performance of this job in accordance with Board Policy.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

Mail resumes to Dexter District Library, 3255 Alpine St. Dexter, MI 48130. Fax or e-mail resumes to Library Director Paul McCann, 734-426-1217, pmccann@dexter.lib.mi.us and Administrative Assistant Summer Powers, spowers@dexter.lib.mi.us



Auburn Hills Public Library

3400 East Seyburn Drive
Auburn Hills, MI 48326
(248) 370-9466

JOB ANNOUNCEMENT

POSITION: Circulation Clerk
SALARY: \$ 10.00 per hour
HOURS: 12 hours per week, including evenings and Saturdays.
Must be flexible

DATE AVAILABLE: Immediately

QUALIFICATIONS: Possession of high school diploma. Associate degree or college course work preferred. Library work experience desirable. Experience with CARL-X preferred. Knowledge of Windows 10, Microsoft Office and Internet Explorer. Cash handling experience. Strong attention to detail, excellent organizational and communication skills. Must have the ability to work pleasantly with the public: enthusiastic, friendly and approachable. Operate standard office equipment and computer related technology devices. Must be able to multi-task and work independently.

Primary Job Duties: Work involves responsibility for routine circulation, shelf maintenance, delivery, process holds and clerical functions using automated ILS system.

- Greet and direct library patrons
- Check out, check in and renew library materials
- Register patrons for library cards, renew and replace cards
- Collect fines and fees and operate cash register
- Empty book drop, process delivery
- Shelving library materials, and answering telephone
- Assist with opening/closing procedures
- Other duties as assigned

PHYSICAL DEMANDS: The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Physical ability to stand for extended periods of time, as well as lift, bend, reach, stoop, and push or pull a loaded book cart.

SUBMIT COVER LETTER, RESUME & APPLICATION TO:

Minni Shetty, Support Services Coordinator
Auburn Hills Public Library
3400 E. Seyburn Drive
Auburn Hills, MI 48326
mshetty@auburn-hills.lib.mi.us
248-364-6702

No resumes will be accepted without completed application form.
Application form is available on our website: www.auburn-hills.lib.mi.us
APPLICATION DEADLINE: Until position is filled
The Auburn Hills Public Library is an equal opportunity employer.

Job Announcement
Rochester Hills Public Library
Adult and Teen Services Programming Intern

Position: Programming Intern/Library Page (approx. 12 hours/week;
Wednesday afternoons/evenings especially)

Supervisor: Adult Services Manager/Teen Services Librarian

Salary: \$9.50/hour

Dates: Deadline for applications: Wednesday, February 13, 2019
Interview anticipated: Week of February 18, 2019
Decision anticipated by: Friday, March 1, 2019
Starting date: ASAP

Application: Please fill out an employment application at
<http://www.rhpl.org/jobs> and attach a resume. Cover letters are encouraged.

Primary Job Duties:

- Assist Adult Services librarians with the planning and execution of library programs
- Serve as backup for Teen Services Librarian at teen programs
- Introduce speakers and performers at library events
- Attend Adult Services programming meetings
- Assist with large programs in the youth and outreach departments
- Assist with other tasks in the Adult Services department, which may include: shelving books and library materials; assisting librarians with collection development; special projects assigned by the department manager; and other duties as assigned.

Required Qualifications:

- Bachelor's degree and current enrollment (or planned enrollment) in a Master of Library Science degree program
- Flexible, friendly, approachable and enthusiastic manner with all ages
- Strong oral and written communication skills
- Strong interest in working with teens
- Must be a self-starter, able to manage multiple projects effectively and to meet deadlines
- Strong skills and interest in technology, especially with tablets, eReaders, smartphones, and other devices used with the library's digital services

- Willingness to maintain a flexible schedule in order to implement library programming
- High level of energy
- Desire to meet the public and serve patrons of all ages
- Ability to establish and maintain effective working relationships at all levels
- Knowledge of the philosophy and techniques of public library service

This is not an exhaustive list of all duties, responsibilities and qualifications. It is intended to describe the major responsibilities and requirements of this position.

CIDL

CLARKSTON INDEPENDENCE
DISTRICT LIBRARY

Innovate. Enrich. Educate.

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6495 Clarkston Road
Clarkston, MI 48346

Full-Time Community Relations/Volunteer Coordinator

The Clarkston Independence District Library seeks a creative, enthusiastic individual to join a positive, team-oriented work environment to help us connect with the community and attract volunteers.

Salary: \$38,000-55,000 depending on qualifications and experience

Hours: 40 per week, including some evenings and weekends

Benefits: Health, dental, and optical insurance; Disability and life insurance; Vacation, sick and personal days; Retirement plan

Primary job duties:

- Ensure that library is always visible in the community
- Coordinate with staff to promote programs and events
- Collaborate with the Business and Marketing Librarian to develop and implement the library's marketing plan
- Create and foster collaborations with library partners
- Ensure consistency with library brand and graphic standards
- Create and distribute promotional materials about library programs and events
- Work with vendors to establish quotes and production of print materials
- Monitor project expenses and process invoices with accounts payable
- Represent the library at community meetings and events
- Collaborate with the Friends of the Library to streamline the recruitment and placement of volunteers
- Utilize the Library's collaborative relationships and partnerships to assist in recruiting and placing volunteers
- Assist with implementing the library's strategic plan

Qualifications:

- Bachelor's degree, an emphasis in marketing and public relations preferred
- Experience working in public relations and /or marketing
- Strong positive interpersonal, organizational and time management skills
- Ability to communicate verbally and in writing
- Attention to details
- Familiarity with a variety of design technologies and software
- Familiarity with web page design and maintenance
- Ability to work with social media
- Comfortable working independently and as part of a team
- Knowledge of library practices and operations

Reports to: Library Director

Please email cover letter, resume, and three professional references to:

Julie Meredith, Library Director

juliem@cidlibrary.org

Deadline: Friday, February 15, 2019 at 6:00pm

Brighton District Library

Job Posting

Job title: Youth Services Intern

Reports to: Head of Youth Services

Salary: \$17.00 per hour

Benefits: N/A

Hours: 20 hours per week. Must be available some nights and weekends.

Timeframe: May-August 31, 2019.

This is a spring-summer internship with the opportunity to stay on as a substitute.

Job summary:

- Duties include a regularly scheduled Youth desk shift.
- Assistance with programming for children ages 0-11.
- Responsibilities will focus on:
 - Under guidance, updating and creating reading brochures for children.
 - Maintenance of donated materials.
 - Assistance in weeding the youth services collection.

Summary of Requirements:

- Enrollment in a Master's degree program in Library and/or Information Science.
- Interest in working with children and their caregivers.
- Ability to work in a fast-paced, customer driven environment.
- Strong written and verbal communication skills.

Candidates should submit a cover letter, resume, and a completed application which is available at: <http://brightonlibrary.info/employment/>

Applications are due by 5:00PM, Friday, February 15 and should be addressed to:

Carla Sharp, Head of Youth Services: csharp@brightonlibrary.info