

ROMEO DISTRICT LIBRARY EMPLOYMENT OPPORTUNITY

Librarian-Adult Services

Full-time (40 hours per week) including weekend and evening hours. This is a union position.

Position Summary:

Under the supervision of the Adult Services Department Head, provides reference, readers advisory, programming and collection development services to meet the needs and requests of the district's patrons and staff.

Essential Duties and Responsibilities:

- Utilizes print and online resources to provide information services to patrons.
- Provides assistance and guidance to patrons in the use of library resources.
- Provides Readers Advisory services to the public, including the development and maintenance of suggested reading lists.
- Develops, organizes and conducts programs and events for adults to further the purpose and objectives of the Romeo District Library.
- Responsible for collection development, maintenance and weeding of assigned collection areas according to prescribed procedures and policies, in a variety of formats.
- Writes newsletter articles and press releases to publicize library activities.
- Creates and arranges for displays in the library's display cases, lobby areas and Friends' Display shelving.
- Serves as a resource to support staff with respect to collection maintenance support activities.

Required Qualifications, Knowledge and Skills:

- Masters Degree in Library and Information Sciences from an ALA accredited college or university.
- Strong written, interpersonal and verbal communication skills.
- Knowledge of the principles and methods of evaluation, selection and maintenance of library materials.
- Demonstrated knowledge of online databases, print and electronic information resources.
- Knowledge of Microsoft Office productivity software, e.g. Word and Excel.
- Commitment to public service.
- Ability to establish and maintain effective working relationships with co-workers and members of the public from a variety of backgrounds
- Ability to commute between multiple locations, as needed.

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements.

Salary Range: \$36,121.40 – \$46,922.47

Benefits: Four weeks paid vacation; medical, dental, vision, and life insurance coverage; sick and personal time; holidays, retirement program.

Deadline: January 31, 2007

Please send letter of application, resume and 3 professional references to:

Marjorie Harrison, Director
Romeo District Library
65821 Van Dyke
Washington, MI 48095

