

# **Romeo District Library Employment Opportunity**

## **Branch Librarian**

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

### **Position Summary:**

The Romeo District Library is seeking a friendly, customer focused, innovative librarian to rejuvenate services at our small branch facility located in the Village of Romeo. This person will plan, manage and direct the daily operations of the full service branch library; supervise all branch library employees and operations, plan and implement branch library programs, develop and maintain the library's materials collection and assist the general public with questions and complaints

### **Essential Duties and Responsibilities:**

- Surveys community needs through participation in meetings of civic and community organizations and through discussions with patrons.
- Plans, coordinates and carries out branch programs and services for children, young adults and adults.
- Interviews and makes recommendations for hiring of branch library support staff.
- Trains, supervises, evaluates and schedules all support staff within the library.
- Monitors facility, initiates maintenance and repair as necessary, and alerts administration to major problems.
- Provides assistance and instruction to the public on the use of electronic and print resources.
- Provides reference, information, and reader's advisory services to adults and children using a variety of electronic and print information sources.
- Responsible for collection development, maintenance and weeding of branch library collection.
- Directs publicity and public relations for the branch.

### **Required Qualifications, Knowledge and Skills:**

- Masters Degree in Library and Information Sciences from an ALA accredited college or university and a minimum of 1 year experience as a professional librarian in a public library.
- Interest and initiative in providing and promoting library service to the public.
- Proven ability to lead, train, supervise and discipline others.
- Verbal aptitude needed to train and supervise personnel, perform public relations duties and to deal with the public.
- Ability to organize, coordinate, plan and direct for effective day to day management operations.
- Proficient in the use of computer and Microsoft Office applications.
- Adaptability and ability to work effectively under pressure.
- Ability to establish and maintain effective working relationships with supervisor, co-workers, library patrons, and other employees.
- 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: \$41,000 – \$52,000**

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

**Deadline: February 16, 2007**

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

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

