



*Position Opening*

POSITION: Part-time Librarian

DUTIES:

- \*Knowledge of current library theories and practices
- \*Research and answer reference questions
- \*Perform reader's advisory work to assist patrons in the selection of materials
- \*Work with patrons in Adult, Teen, and Children's Services
- \*Interact and work effectively with customers, supervisors, and co-workers
- \*Participate in collection management under supervision of the Operations Manager including: collection evaluation and development; selective weeding
- \*Assist with general operation of the library, including helping opening and closing building; preparing and arranging displays
- \*Communicate effectively in person and in writing
- \*Operate computers including; use of databases; word processing, spreadsheets and other office applications
- \*Work under short time constraints to meet deadlines
- \*Interpret and follow policies and guidelines.
- \*Must be available for flexible work schedule as needed
- \*Perform other duties as assigned

LOCATION: Graubner Library  
65821 Van Dyke, Washington, MI 48095

QUALIFICATIONS:

- \*Master's degree in Library Science from an ALA accredited program or the equivalent combination of appropriate coursework in Library Science and library-related experience
- \*Demonstrated knowledge of principles and practices of library science and technology and their application to the use of reference tools, book selection, criteria and methodology; and common library resources
- \*Dependable work habits; attention to detail; ability to work quickly and accurately; reliability; flexibility
- \*Knowledge of all computer applications and hardware related to performance of the essential functions of the job
- \*Lift and carry objects up to 50 lbs.

RESPONSIBLE TO: Operations Manager

SALARY: \$17.18 -\$19.08 per hour, no benefits

HOURS: up to 29 hours per week; includes day, weekend, and evening hours

SUBMIT: Letter of interest, completed job application and resume to:  
Claire Lopiccolo, Director  
Romeo District Library  
65821 Van Dyke  
Washington, MI 48095  
claire@romeodistrictlibrary.org

[www.romerodistrictlibrary.org](http://www.romerodistrictlibrary.org)