



Librarian (Technology Center) (Part-time) Troy Public Library

Posting Date
January 22, 2019

Closing Date
February 21, 2019
4:00 PM

Starting at \$18.50 - \$22.50/hour

The [Troy Public Library](#) is the hub of the vibrant, dynamic, and diverse City of Troy. The Library sees over 700,000 visitors per year and serves an educated and involved community.

HOURS: Part-time, year-round. Works 20 hours including daytime, evenings, and weekends. **Below is an example schedule for this position. Weekend shifts are rotated among staff members.**

Shifts are:

Monday	12:45 PM – 9:30 PM	Saturday	9:30 AM – 5:15 PM
Wednesday & Thursday	9:30 AM – 3:30 PM	Sunday	12:30 PM – 5:15 PM

DUTIES

- Under the supervision of the Head of Digital Services, works as a public service librarian specializing in technology resources, including electronic references, downloadable ebooks and audiobooks, and databases.
- Evaluates and makes recommendations regarding adequacy of services or programs
- Develops and leads high quality technology classes and programs
- Utilizes library and technology systems to provide efficient service and perform reference and user guidance.
- Assists in library website development.
- May participate in selection of print and non-print material.
- Serves as on-duty staff as needed, making decisions dealing with library security, policy, emergency procedures, customer service and conflict resolution.
- Performs related duties as required.

REQUIREMENTS

- Master of Library Science degree from a library school accredited by the American Library Association. **Applicants must submit proof of degree with application and official transcript at time of interview.**
- Proficient with electronic databases, Microsoft Office applications, social network sites and the Internet as well as electronic devices such as eReaders and tablets.
- Experience using content management software for website development.
- Ability to interact courteously and effectively with the public, library staff, library volunteers, and other City departments.
- Ability to work in a collaborative, dynamic, fast-paced environment, using excellent organizational and time management skills.
- Must possess a valid Michigan Driver License with a good driving record (based on City of Troy standards).
- As a condition of employment, the successful candidate must pass a background check and pre-employment physical.

PREFERENCES

- Experience teaching technology such as eReaders, tablets, smartphones, online databases, etc. in a group and/or one-on-one environment.
- Public Library experience.
- Knowledge of Polaris Library System Software.

APPLY

Applications are available at www.troymi.gov/jobopenings and can be sent to apply@troymi.gov or turned into the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084.

Your application is part of the review process; be sure it is complete. Attaching a resume is not required, however, all information requested on the application form must be completed (*i.e. writing "see resume" is not sufficient*).