



Librarian (Part-time)
Troy Public Library – Adult Services

Posting Date
April 10, 2019

Starting \$18.50 - \$23.50/hour
Based on qualifications

Closing Date
Open Until Filled

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. Being engaged with up-to-date technology is a priority and a value to Library staff, residents, and businesses.

Under the direction of the Head of Adult Information Services, the Librarian performs a variety of professional and public service tasks in order to support the educational, recreational, business, and cultural needs of the community.

DUTIES

- Provide reference service and readers' advisory using a variety of collections, materials and formats.
- Train and assist patrons with eReaders and other digital library resources.
- Create, plan, promote, and implement library programs for adults, on and off-site.
- Participate in selection, development, marketing, and evaluation of the library's print collection.
- Serve as on-duty staff as needed, making decisions dealing with library security, policy, emergency procedures, customer service and conflict resolution.
- Perform related work as assigned.

REQUIREMENTS

- Master of Library Science degree from a library school accredited by the American Library Association. Candidates ***must submit proof of degree with application and official transcript at time of interview.***
- Demonstrate proficiency with electronic databases, Microsoft Office applications, social networking sites, and mobile technology, especially as it relates to eBooks and other digital resources.
- 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's 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.
- Recent Public Library experience.
- Knowledge of Polaris Library System Software.

HOURS: Part-time, year-round. Twenty (20) hours per week. Schedule will be varied to include day, evening, and weekend (Saturday and Sunday) shifts.

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.

If an applicant was evaluated under a recent job posting for this classification but was not selected, he/she may not be contacted under this recruitment.

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

AN EQUAL OPPORTUNITY EMPLOYER: The City of Troy is committed to providing equal opportunity employment to all applicants. The City of Troy will consider all qualified applicants for employment regardless of race, religion, color, sex, height, weight, marital status, national origin, age, disability, or veteran status or any other basis protected by federal and state law.