

**CITY OF ST. CLAIR SHORES
EMPLOYMENT OPPORTUNITY**

TITLE: Librarian I Adult Services Full-time with Benefits
REPORTS TO: Library Director

GENERAL SUMMARY:

Under the general supervision of the Library Director is responsible for identifying and interpreting user needs: providing general reference, readers' advisory, computer database and referral service to Library patrons directly, by telephone, and email; and assisting patrons in material selection at the public service information desk. Ability to access, input and retrieve information from computer and digital platforms. Perform routine to complex professional duties involving the selection, organization and use of print, non-print, digital and online resources.

PRIMARY DUTIES AND RESPONSIBILITIES:

- 1) Plans, organizes, implements and evaluates adult materials, services, programs and events.
- 2) Provides positive general reference, instructional and reader's advisory service to patrons using print, non-print and digital resources including, but not limited to, the Internet, Overdrive, RB Digital, Tutor.com and Freegal Music.
- 3) Develops and maintains special files, bibliographies, collections and resources in print and non-print.
- 4) Collection development responsibilities including selection, ordering and deselecting library material in the Adult Services print and electronic collections.
- 5) Develops and maintains content for social media platforms, Library and City websites.

SECONDARY DUTIES:

- 1) Composes articles on Library related topics and events for the Library newsletter and local media.
- 2) May serve as Librarian in Charge.
- 3) Provides instruction in the use of the Library and services offered.
- 4) Provides other duties as assigned.

MINIMUM REQUIREMENTS:

- 1) Master's Degree in Library and Information Science from an American Library Association accredited institution.
- 2) Eligible for professional librarian certification from the Library of Michigan.
- 3) Working knowledge of desktop publishing, word processing, and library related software.
- 4) Provides friendly, attentive, welcoming, high quality customer service.
- 5) Ability to understand and carry out oral and written instructions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- 1) Ability to establish and maintain effective working relationships and contribute to a successful team effort with Library staff, volunteers, support groups, community organizations, community officials and local school districts.
- 2) Full range of technology skills including MS Word, Excel, PowerPoint, e-Reader and tablets.
- 3) Demonstrated knowledge of computer technology services including library automation, online research, social media, reference resources, data bases and current trends.
- 4) Working knowledge of Sirsi/Dynix.
- 5) Excellent written and verbal communications skills.
- 6) Knowledge of principle practices of professional library work, including methods, practices and techniques of adult reference and technical services.
- 7) Visual acuity and physical skills necessary to retrieve library materials from shelves and storage areas, maintain library materials, and operate equipment. Required to have the physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to forty pounds.
- 8) Ability to prioritize tasks and duties and work independently.

PREFERRED REQUIREMENTS:

- 1) Ability to develop and maintain social media platforms and website content utilizing current technology.
- 2) Experience in a public library setting.

WORKING CONDITIONS:

- 1) Normal library environment with little, if any, discomforts due to heat, dust, noise, and the like.
- 2) Occasional sitting/standing for extended periods of time.
- 3) Evening and Saturday hours required.
- 4) Work frequently requires attention to details, pressure related to meeting deadlines, scheduling requirements, simultaneous projects and distracting influences such as people, telephone calls and the like.

QUALIFICATIONS:

Master's Degree in Library and Information Science from an American Library Association accredited institution. Eligible for Professional Librarian Certification from Library of Michigan. Working knowledge of desktop publishing, word processing, and library related software. Provide friendly attentive, welcoming high quality customer service. Ability to understand and carry out oral and written instructions.

SPECIAL REQUIREMENTS:

To apply, submit a City of St. Clair Shores employment application, resume and cover letter by 4 pm, Friday, October 4, 2019, to City Clerk's Office, 27600 Jefferson, St. Clair Shores, MI 48081. Applications may also be faxed to: 586.445.4313.

MISCELLANEOUS INFORMATION:

The City of St. Clair Shores is an EOE. This is a full time position (some evenings and weekends) with benefits.