

Notice of Vacancy/Job Posting

OUR HISTORY: Situated in Macomb County in suburban Detroit, the Fraser Public Library is a class IV library serving a population of over 14,000 people. We have over 55,000 items in our collection; we participate in e-book collections as well as other databases and the Virtual Library Card program which connects us to our local school system and students. FPL is part of the Suburban Library Cooperative and has operated for over 55 years. The Library is well established in the community, with very supportive patrons and a dedicated Friends group.

Position: Cataloging and Reference Librarian
Location: Fraser Public Library
Salary and Hours: Part-time (20+ hours a week), some benefits included (PTO, paid holidays, short-term/long-term disability and more)
Pay Range: \$19-21 depending on qualifications and experience;
Hours vary (will include nights & weekends)
Reports to: Director

JOB POSTING OPEN UNTIL FILLED

Job Summary

- The Fraser Public Library is looking for a Cataloging and Reference Librarian, who helps patrons at the adult reference desk in-person, as well as via chat, curbside and email, and is responsible for cataloging most library materials, including books, AV materials, and magazines, and handles all problems relating to cataloging.

Responsibilities

- Provide a full range of reference and library services to the public, including print and non-print resources
- Assists with technology resources, including troubleshooting hardware and instructing in software to best extent of individual knowledge.
- Provides high quality library service to customers of all ages.
- Supervises and familiarizes new and present librarians and other employees on the workings of the library, new implementations, and trainings.
- Catalogs all materials, including books, AV materials, and magazines, and handles all problems relating to cataloging.
- Assist at Circulation Desk as necessary.
- Make suggestions for material/collection purchases.
- Performs collection weeding as needed.
- May assist with programming and groups.
- Ability to establish and maintain effective working relationships with associates, subordinates and especially with the public.
- Ability and skill to adapt to changing procedures and situations
- Directly supervises up to 5 employees at times. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Qualifications

- Master's degree in Library Science.
- Two years related experience in a library preferred

Necessary Special Requirements

- Experience with Sirsi Workflows or other ILS greatly preferred.
- Library cataloging experience greatly preferred.
- Should be detail-oriented and enjoy repetitive tasks.
- Oral and written communication skills
- Ability to be professional and polite
- Strong organizational, time management and interpersonal skills.

- Good communication skills - verbal, interpersonal and written.
- Desire to meet the public and serve people of all ages; pleasant, approachable demeanor.
- Ability to interact harmoniously and communicate well with staff and patrons; Ability to conduct oneself with courtesy and tact.
- Able to handle irate and/or unkind patrons with patience and calmness.
- Physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds.
- Flexibility to adapt to changing situations and to vary work schedule; must be willing and able to work nights and weekends—including Saturdays and very occasional Sundays.
- Valid driver's license, acceptable driving history and personal automobile for job-related transportation.

Working Conditions

- Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust or noise. May also work in outdoor environments from time to time. Job requires walking, standing, sitting, bending, stooping, and reaching. Frequent sitting/standing in one position for extended periods. Requires the use of a video display monitor, keyboard, and mouse. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing library policies and procedures. Occasional travel required to attend meetings, workshops, conferences or webinars as needed.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties.

The Fraser Public Library is an Equal Opportunity Employer.

Send your letter of interest, resume and application to

Fraser Public Library

16330 E. 14 Mile Rd, Fraser, MI 48026

OR

Email the above to – fplemployment@libcoop.net

Applications can be found at <http://www.fraserpubliclibrary.org/fpl-2020/employment/> under Employment