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| **Job No.** | | | 14-288 | Regular Staff Position | |
| **Job Title:** | | | Production Librarian | | |
| **Department:** | | | IT & Product Development | | |
| **Supervisor:** | | | Deputy Director | | |
| **Hiring Range:** | | | $46,200 - $56,644 |  | |
| **Union Position:** | | | Yes |  |  |
| **Benefits:** | | | Yes | Opening: | May 9, 2014 |
| Hours: | | | Full-Time, including some evening and/or weekend hours | **Closing:** | May 23, 2014 |
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Position Summary

Under the direction of the Deputy Director, the Production Librarian works with IT functional teams and staff throughout the organization to produce and develop content, events, partnerships and projects that add value to the community we serve. The Production Librarian also delivers customer service to library users via weekly shifts on public service desks throughout the library system.

Position includes some evening and weekend hours.

***Essential Duties and Responsibilities*** *include the following; other duties may be assigned:*

1. Develops, plans and implements innovative programs and special projects for audiences of all ages and interests.
2. Provides a wide range of reference and recommendation services via telephone, in person and online utilizing print, A/V and electronic resources.
3. Develops and expands online content and products for library users of all ages, including creation of new text, images, audio, video, and web applications.
4. Selects and maintains Print, A/V, or digital collections, working with other selectors to ensure a broad, well-used library collection.
5. Works with individuals and organizations in the community to develop partnerships with an emphasis on digitization, local history, and community events.
6. Serves on departmental and system-wide teams and delivers related action items on schedule.
7. Works courteously and effectively with library patrons, library staff and the general public.

#### Minimum Qualifications include:

1. Master’s Degree in Information or Library Science from an ALA-accredited program.
2. Eligibility for Michigan Librarian Professional Certificate.
3. Excellent customer service attitude.
4. Proven experience developing online content projects.
5. Experience selecting materials for collections in a library context, and deep subject knowledge in mainstream content areas.
6. Experience developing and producing public events for diverse audiences.
7. Working knowledge of web-oriented document formats and digital preservation strategies.
8. Excellent communication and interpersonal skills.
9. Strong organization and planning skills.
10. Ability to work successfully within a complex organizational structure.
11. Open approach to library service.

#### Preferred Qualifications include:

1. Fluency in one or more non-English languages.
2. Software development, CMS administration, or Database Design experience.
3. Experience working with organizational social media presences.
4. Demonstrated ability in working successfully with diverse audiences.
5. Knowledge of current trends in public libraries.
6. Creative problem solving.
7. Successful and relevant public library experience.

*The above is intended to describe the major responsibilities and requirements for this position.*

*It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements.*

To apply, please submit a completed employment application form with optional cover letter and resume to:

[www.aadl.org/aboutus/employment](http://www.aadl.org/aboutus/employment).

***The Ann Arbor District Library is an EEO Employer.***

*The Ann Arbor District Library reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of its business.*