



DETROIT PUBLIC LIBRARY
HUMAN RESOURCES
ANNOUNCEMENT OF VACANCY
May 15th, 2026

POSITION: Library Pre-Professional Assistant

AGENCY: Various Locations

SALARY: \$43,592

For a complete description, log on to www.detroitpubliclibrary.org.

APPLICATION INSTRUCTIONS –EXTERNAL & INTERNAL APPLICANTS

- *Submit completed resume with cover letter to halnajar@detroitpubliclibrary.org*

APPLICATIONS MUST BE SUBMITTED TO THE HUMAN RESOURCES OFFICE BY 4:00 p.m., May 29th, 2026

The Detroit Public Library provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

See below for job specification for essential functions and qualifications.

LIBRARY – PRE-PROFESSIONAL ASSISTANT

Job Family: **Public Services**

FLSA Status:

Non-Exempt

Bargaining Unit:

UAW-POOL

GENERAL SUMMARY:

Under the close supervision of a coordinator, agency manager, or assistant manager serves as an entry level librarian, gaining experience in library procedures and librarian responsibilities, while earning a Master's degree in Library/Information Science.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

PRIMARY DUTIES AND RESPONSIBILITIES:

- Actively promotes and supports the library's marketing strategies and activities
- Assists in maintaining an awareness of and fosters relationships with individuals, groups, and organizations in the community as they relate to the agency and the library as a whole
- Contributes to an environment where staff delivers quality customer-responsive service
- Provides customer service
- Assists in the selection, processing, maintenance and/or organization of the collection
- May assist in planning and conducting special projects and/or programs
- Assists in assuring that work areas and/or buildings and grounds are properly and safely maintained
- Serves on DPL committees, participates in professional organizations, and maintains awareness of current trends

QUALIFICATIONS:

- Bachelor's degree and enrollment in an ALA accredited Master's degree program for Library/Information Science (MLIS)
- Demonstrated satisfactory progress towards a MLIS
- Commitment and ability to work with and serve a staff and community with diverse cultural, educational and experiential backgrounds
- Ability to work with internal and external customers in a professional, friendly and cooperative manner
- Demonstrated flexibility and willingness to embrace change
- Significant practical experience working with computer systems
- Ability to develop good reference skills
- Ability to develop a knowledge of print and electronic reference sources

- Ability to develop a knowledge of significant authors, associations and publishers of books and reference sources relative to the agency
- Ability to develop an understanding of different classification schemes for library materials
- Excellent oral and written communication skills
- Good work record and attendance record
- Physical and mental capacity to perform all aspects of the job

Required Skill in:

- Interacting with people of different social, economic, and ethnic backgrounds.
- Finding answers to general reference questions.
- Library research techniques, including the use of technology.
- Database records management.
- Problem solving and decision-making.
- Presenting ideas and concepts orally and in writing.
- Working cooperatively with internal and external customers in a professional, friendly and cooperative manner.
- Responding to inquiries in effective oral and written communications.
- Utilizing personal computer software programs affecting assigned work and in compiling and preparing spreadsheets and reports.
- Establishing and maintaining effective working relationships with Library and department staff, board members, outside agencies, and the general public.

Required Licenses or Certifications:

- Must have a valid State of Michigan Driver's License
- Verification of enrollment in a MLIS program (transcript required)

Physical Demands / Work Environment:

- Work is performed in a standard library environment.
- Subject to sitting, standing, walking, stair climbing, reaching, and lifting of objects up to 25 pounds.
- Must be able to push/pull library carts and lift/carry library materials.