

**Job Announcement**  
**Rochester Hills Public Library**  
**Adult and Teen Services Salaried Librarian**

**Position:** Librarian I (37.5 hours per week, including evening and weekend hours)

**Department:** Adult & Teen Services

**Salary:** \$43,099 starting salary (placement may be higher depending on qualifications)

**Benefits:** Insurance (health, dental, vision, short-term disability, long-term disability, long-term care), pension contribution, vacation and sick days.  
Optional: deferred compensation plan, flexible medical reimbursement plan, life insurance, critical care insurance, dependent care, and additional long term care insurance.

**Dates:** Deadline for applications: October 20, 2021  
Decision anticipated: October 29, 2021  
Starting date: ASAP

**Job Description:**

The successful candidate will be comfortable learning new things, adaptable to change, and display patience and a commitment to excellent customer service in the primary job duties listed below.

**Primary Job Duties:**

- Provide professional reader's advisory and reference services to customers
- Instruct customers in use of the library and its print and electronic resources
- Assist in materials selection and acquisition, collection development, and weeding
- Prepare bibliographies or information resource guides and keep them current
- Provide library programs for adults, both traditional and innovative
- Maintain awareness of new developments and trends in the field through professional journals, workshops, conferences, etc.
- Work independently within the broad guidelines set by library policies and the library director
- Participate in planning library objectives and services



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- Motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies and the public
- Assume responsibilities for supervision of personnel and facilities as directed
- Prepare for emergencies and help maintain a safe work environment
- Perform related duties as required

**Qualifications:**

- Master's degree in library science from an ALA-accredited library school
- Knowledge of the philosophy and techniques of public library service
- Demonstrated knowledge of library materials and resources
- Knowledge of online information resources, computers, software programs (such as Microsoft Windows, Word), and automated circulation system (Polaris)
- Creativity to develop and implement new library programs and services
- Ability to think analytically to develop new or revised systems, procedures, and workflow
- Ability to exercise initiative and independent judgment
- Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form
- Ability to make decisions, and interpret and communicate details about policies
- The desire to meet the public and serve patrons of all ages and abilities
- Positive attitude toward accommodating library users living with disabilities
- Inspired to provide exceptional customer service
- Excellent communication skills, written and verbal, including telephone skills
- Ability to communicate effectively with coworkers in a fast-paced environment
- Dependable and flexible work habits
- Demonstrated ability and/or experience working with Windows-based computers, in several software applications
- Ability to use Google suite of productivity tools
- Ability to work independently and assume responsibility

**Requirements of the role:**

- Physical:
  - Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; picking up litter; spreading ice melt
  - Standing or sitting for periods of time



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- Writing or typing to complete work-related documents
- Mental:
  - Is accurate
  - Able to maintain confidentiality of library records and administrative matters
  - Good time management: is prompt, flexible, works under short time constraints, and meets deadlines
  - Able to interact and work effectively with customers, supervisors, co-workers and volunteers
  - Able to retain concentration and poise despite numerous interruptions
- Environmental:
  - Normal interior environment for most librarian positions
- Travel:
  - <15% (attendance at local meetings or statewide workshops)

This is not an exhaustive list of all duties, responsibilities and qualifications; it is intended to describe the major responsibilities and requirements of this position.

**Application:** Please fill out an employment application at <http://www.rhpl.org/jobs> and attach a cover letter, resume, and a diversity statement. If you have questions about the position, please direct them to:

Allison Sartwell, Head of Adult Services  
 Rochester Hills Public Library  
 500 Olde Towne Road  
 Rochester, MI 48307  
[allison.sartwell@rhpl.org](mailto:allison.sartwell@rhpl.org)

**The Rochester Hills Public Library is an Equal Opportunity Employer.**



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