**Job Opening**

**Traverse Area District Library**

**Woodmere (Main) Library**

**Librarian I – Adult Services Department**

**Part-time (20 hrs/week) Position**

The individual holding this position will work under the supervision of the Adult Services Department Coordinator to perform professional work with services and programs in the Adult Services Department at the Woodmere Library, but may be transferred to another location at any time to meet the needs of the library system. Working at the public service desk will be the primary focus of this position, and experience with business resources is a plus. Please see the attached job description for full details. Evening and weekend hours are required.

**Wage Range**: $19.15 - $25.21 annual wage steps according to current union contract

**Posting date**: Wednesday, November 22, 2017

**Deadline for applications**: Wednesday, December 6, 2017

If you are interested in applying for this position, please submit your resume, a fully completed TADL application form along with a cover letter to: Hannah Davis, Traverse Area District Library, 610 Woodmere Ave., Traverse City, MI 49686. For questions, please call 932-8549 or email hdavis@tadl.org. Finalists for the position will be required to do a presentation to the selection committee on a topic which will be provided prior to the second interview.

**Traverse Area District Library**

**Job Description**

**Job Title**: Librarian

**Department**: Adult Services

**Classification:** Librarian I

**Reports to**: Department Coordinator

**Effective date**: September 21, 2012

# SUMMARY

To perform professional library services for the district library.

# SUPERVISION RECEIVED

Work is performed under the supervision of the Department Coordinator or the Assistant Director for Public Services.

# ESSENTIAL DUTIES AND RESPONSIBILITIES

An employee in this position will be required to assist in the operation of the library by performing any or all of the following essential duties and others as assigned.

* Providing reference information services and reader advisory services for the general public;
* Selecting, evaluating and ordering materials for the lending and reference collection, within budget;
* Designing and conducting literary and cultural programs for all ages;
* Contributing to TADL web pages and social networking activities and related services as required; and
* Teaching the use of TADL and MeL online resources to individuals or in classroom settings.

# KNOWLEDGE, SKILLS AND ABILITIES

# REQUIRED: Excellent customer service skills.

# REQUIRED: Proficiency with computers, common programs and TADL and MeL Databases

# REQUIRED: Ability to communicate effectively.

# REQUIRED: Ability to work weekends and evenings.

# REQUIRED: Excellent level of knowledge of library best practices.

**REQUIRED**: Ability to see and hear clearly.

# EDUCATION

**REQUIRED:** Master’s Degree in Library Science or equivalent ALA Accredited degree.

**CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED**

A Level I or II State of Michigan Professional Librarian’s Certificate

Valid Michigan Driver’s License

Although reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions, visual and communication ability is required.