



Adult Services Librarian

Harrison Township Public Library

\$19-22/hour, part-time, 20-25 hours per week

Start date and process: Applications accepted through March 15th. Interviews begin the week of March 18th with an anticipated start date as soon as possible.

Benefits included: Flexible schedule, personal time off, sick time, paid holidays

The Harrison Township Public Library is a Class IV library with a service population just under 25,000. Harrison Township is a beautiful waterfront community located on Lake St. Clair with a number of local recreational activities for outdoor enthusiasts. The library was first established as a community-funded entity in 2015 and continues to grow. HTPL seeks a personable, enthusiastic team player to join us on the journey.

The Adult Services Librarian is crucial to HTPL's program of public service. Duties include:

- Planning, promoting, and hosting innovative adult and general family programs
- Developing the collection and weeding of materials, including fiction, nonfiction, audiobooks, large print, and electronic formats within the designated budget
- Providing comprehensive reference and readers' advisory services
- Assisting our guests with the use of the library, including print and electronic materials such as technology instruction, Internet navigation, use of Microsoft Office programs, Overdrive, Freegal, Kanopy, Consumer Reports, HTPL catalog, MeLCat and Mel databases, and all other library services as needed
- Overseeing the maintenance of library satellite collections
- Working independently within the guidelines set by library policies and the Library Director
- Motivating, establishing and maintaining effective working relationships with coworkers, supervisors, volunteers, other community agencies, and the public
- Assuming responsibilities for supervision of personnel and facilities in the absence of senior staff
- Maintaining awareness of new developments and trends in the field through professional journals, workshops, conferences, etc.
- Performing public relations functions such as preparing promotional materials and press releases, developing in-house displays, maintaining library social media accounts, and participating in community outreach opportunities that may require public speaking
- Performing other related duties as required

Minimum qualifications:

- Master's degree in library science from an ALA-accredited library school
- Ability to deliver consistent, friendly, attentive, high quality customer service
- Demonstrated knowledge of library materials/resources of interest to adults
- Excellent verbal and written communication skills
- Ability to prioritize duties, meet deadlines, work independently, and assume responsibility
- Awareness of new developments and trends in public libraries, the community, and society
- Full range of Internet and Microsoft Office skills
- Flexibility in scheduling, including some evenings and weekends
- Ability to troubleshoot library technology

Preferred qualifications:

- Successful experience with Adult Services programming and collection development
- Customer service experience

Physical requirements:

- Seeing, keyboarding, using the telephone, lifting, pushing, pulling, carrying objects weighing up to 50 pounds, walking, bending, stooping, crouching, reaching, carrying, climbing ladders, pushing book carts
- Standing or sitting for long periods of time

Apply:

Only electronic submissions will be considered. Application for Employment can be found on our website at htlibrary.org/employment.

To apply, submit an application, cover letter, resumé, and three professional references to: Melissa Goins, Library Director
director@htlibrary.org