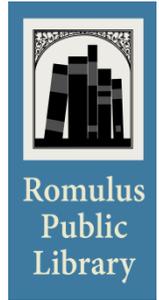


# Romulus Public Library

Part-time Adult Services Librarian (29 hours/week)



## Job description:

- Provide reference assistant and reader's advisory to library patrons of all ages
- Select, develop and maintain adult collections as assigned
- Plan, prepare for and present programming for adults including computer instruction classes
- Manage Adult Literacy Program
- Provide outreach to the community and seek partnership opportunities with community organizations
- Manage Circulation Desk including keeping staff informed, maintaining reference sources and procedural documentation, accepting meeting room applications, and responding to patron issues
- Assist patrons at the circulation desk in person and on the phone as needed
- Order supplies
- Attend staff meetings, professional meetings and workshops for continuing education
- Act as librarian in charge as needed when Director is out of the office
- Work with volunteers as they are available to provide excellent service and programming
- Other duties as assigned

## Qualifications:

- Master's Degree in Library Science from an ALA-accredited library school
- Eligible for Michigan Public Library Certification
- Experience in a public services position in a public library or equivalent experience
- Skill in planning and presenting library programs
- Ability to establish and maintain effective interpersonal relations with others
- Computer literacy including use of databases and word processing required; experience with SIRSI preferred
- Ability to provide superior customer service to library users of all ages
- Ability to operate standard office equipment
- Ability to work cooperatively with library staff and volunteers in a team environment
- Ability to produce neat, accurate and timely work within an established time frame
- Excellent written and oral communication skills
- Ability to lift and push up to 25 pounds

**Hours:** 29 hrs/wk. including some evenings and alternating Saturdays

**Pay rate:** \$18/hr.

**Benefits:** none

**Reports to:** Library Director

**HOW TO APPLY:** Submit a City of Romulus application and resume to the:  
City of Romulus  
Human Resources Department  
11111 Wayne Road  
Romulus, MI 48174

The application is available on the City's website: [www.romulusgov.com](http://www.romulusgov.com)

**APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED**