

WIXOM PUBLIC LIBRARY

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JOB POSTING – SUPPORT SERVICES LIBRARIAN

The Wixom Public Library seeks a community-minded and public service-oriented full-time Support Services Librarian. The ideal candidate should have excellent interpersonal skills, an interest in innovative library services, and a commitment to creating a welcoming and inclusive environment to all patrons and staff.

POSITION: SUPPORT SERVICES LIBRARIAN, FULL-TIME

REPORTS TO: Library Director

SALARY: \$52,000 – \$56,000 depending on experience and qualifications

HOURS: 37.5 hours per week, including 2 evening shifts per week and weekends

BENEFITS: Health, dental, vision, and life insurance; defined contribution retirement plan (MERS) with 11% employer contribution; retiree healthcare savings plan; paid time off includes vacation, 12 paid holidays, sick days, and personal business; employee assistance plan; paid professional memberships and professional development.
Optional benefits: MERS 457 plan, flexible spending plan

PRIMARY RESPONSIBILITIES:

- Provides reference and reader's advisory services.
- Supervises the operation of the Circulation Department, according to established circulation policies and procedures.
- Supervises the activities of circulation clerks as assigned. Assists in hiring, training and evaluating work performance of assigned staff.
- Maintains segments of the library's adult collection by selecting and weeding materials.
- Coordinates circulation and patron-related services, reports, and statistics.
- Assists with adult programs and book discussion groups.
- Assists the Library Director with support services planning. Develops and implements new services with Library Director.
- Works collaboratively with all staff to ensure seamless services for all library patrons.
- Attends staff meetings, conferences and workshops, and reads professional literature to stay current in the field.
- Serves as the Librarian-In-Charge in the absence of the Library Director and Head of Youth Services.

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QUALIFICATIONS:

Education and Experience

- Master's Degree in Library and Information Science from an ALA-accredited school.
- Level 1 or 2 Librarian Certification from Library of Michigan.
- Minimum of 3 years public librarian experience.

Skills and Abilities

- Advanced knowledge of public library services.
- Ability to create new and innovative library procedures and services.
- Demonstrated ability to use technology, including automated library system, office productivity software, electronic resources, and databases.
- Ability to communicate effectively and courteously with director, library staff, and the public.
- Exhibit flexibility and willingness to lead in a collaborative team environment.
- Excellent interpersonal, communication, organization, and time management skills.
- Commitment to public service and serving patrons of all ages, backgrounds, and abilities.
- Self-motivated and able to exercise initiative and independent judgement.
- Ability to understand, interpret, and communicate library policies and procedures.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands include ability to carry books or boxes of books; pull or push book carts; sit or stand for extended periods of time; bend, stoop, reach or crouch; keyboarding; visual acuity to read spine labels, computer screens, and other printed documents; ability to use telephone.

APPLICATION INFORMATION:

Resume, Cover Letter, and City of Wixom application are required. Applications are available at wixomlibrary.org/employment. Submit application materials electronically to Andrea Dickson, Library Director, at andrea@wixomlibrary.org

DEADLINE: Friday, November 17, 2023

The Wixom Public Library is an Equal Opportunity Employer.