

# WIXOM PUBLIC LIBRARY

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## **EMPLOYMENT OPPORTUNITY**

The Wixom Public Library is seeking an enthusiastic, community-minded and public service-oriented full-time Teen & Adult Services Librarian. The successful candidate must have a strong knowledge of and interest in both teen and adult fiction. The position requires a person who enjoys working with patrons of all ages. The ideal candidate is creative, interested in providing cutting-edge library services and has a high interest in programming. The Library is looking for someone who is comfortable with cultivating relationships with local schools, community organizations and businesses. The successful candidate can effectively work independently and in a collaborative team environment. Self-motivation is a key requirement of the job, as is flexibility with scheduling. The ideal candidate actively seeks opportunities for professional growth and development and has a demonstrated knowledge of electronic resources and materials, emerging technologies and social media.

**POSITION:** TEEN & ADULT SERVICES LIBRARIAN, FULL-TIME

**SALARY:** \$42,791, plus competitive benefit package

**HOURS:** 37.5 hours per week, including 2 evening shifts per week and every other Saturday

**RESPONSIBILITIES:** Provide positive, proactive professional service to the public at both the Adult Information Desk and the Children's Reference Desk; sole collection development responsibility of the adult fiction collection and teen collections; plans and implements teen and adult programs; actively helps further develop and expand library services, including the Library's Mobile Makerspace.

**QUALIFICATIONS:** **Minimum:** Master's Degree in Library Science from an accredited university; public library work experience; professional and enthusiastic attitude toward providing library services to patrons of all ages; excellent written and verbal communication skills; excellent interpersonal skills; strong knowledge of and interest in both teen and adult fiction; enjoys working with teens and understands their social, emotional, physical, and mental development.

**Desirable:** successful experience with teen program development and implementation; strong background in readers' advisory; experience with materials selection and budgeting in both teen and adult library environments.



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49015 Pontiac Trail | Wixom, MI 48393-2567

Telephone: 248-624-2512 | Fax: 248-624-0862

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**APPLICATION PROCESS:** Resume, Cover Letter and City of Wixom application are required.  
Applications are available at [wixomlibrary.org/employment](http://wixomlibrary.org/employment)

**APPLY TO:** Andrea Dickson, Library Director  
Wixom Public Library  
49015 Pontiac Trail  
Wixom, MI 48393  
[andrea@wixomlibrary.org](mailto:andrea@wixomlibrary.org)

**DEADLINE:** Friday, October 13, 2017

The Wixom Public Library is an Equal Opportunity Employer and shall consider qualified applicants for all positions without regard to race, color, handicap, sex, religion, national origin, age, marital status or veteran status.

**The Wixom Public Library is easily accessible by expressway: five minutes from the I-96 Wixom Rd. exit, second exit west of Twelve Oaks Mall.**



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