



March 8, 2024

The Farmington Community Library is proud to be a welcoming space for everyone. Both FCL locations serve as public spaces for ideas, collaboration, and services that meet the community's needs. The Library actively seeks individuals whose commitment and contributions will advance our mission to engage our diverse community through resources and experiences that celebrate ideas, inspire creativity, and enrich lives. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team and reflect the community we serve.

Position: Librarian – Adult Services (Full-time, Non-exempt)

Hours: 40 hours per week, including days, nights, and weekends on a flexible basis

Location: FCL Farmington Hills

Responsibilities May Include:

- Providing quick and accurate reference and reader's advisory services to the public
- Assisting patrons in the use of the Library's in-house technology and online resources
- Developing and maintaining assigned areas of the collection, including selecting and weeding materials
- Developing Library programming and services for the Department's service population
- Participation in Library, community, and consortium committees
- Possessing a high-level knowledge of FCL's policies and procedures
- Serving as the Staff-In-Charge of the building when assigned; Must be knowledgeable about and able to make decisions in situations dealing with library security, emergency procedures, and conflict resolution
- Library liaison to various internal and external groups
- Other duties as assigned

Minimum Required Qualifications:

- Master's Degree in Library and Information Science from a school accredited by the American Library Association
- Professional certification as a Librarian from the Library of Michigan or the ability to obtain it within one year
- Ability to apply the knowledge, principles, and skills of professional librarianship to effectively complete assigned responsibilities
- A positive and enthusiastic approach to public library service
- Knowledge of literature, both classic and contemporary, and the ability to successfully provide reading recommendations for a range of ages, abilities, and interests

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- Proficient in the use of technology including Microsoft Office Suite, Outlook, and Teams
- Ability to quickly understand, utilize, and teach new systems, technologies and processes
- Excellent customer services skills, including over the phone, online, and in-person
- Effective oral and written communication skills, including the ability to explain or convey information and opinions in such a way that it is easily understood by the intended audience
- Ability to work with diverse audiences, maintain effective working relationships, and successfully resolve conflicts
- Ability to apply strong critical thinking skills to identify issues, investigate possible solutions and outcomes, solve problems, and make decisions
- Ability to manage time effectively, prioritize and manage tasks and projects without supervision, and demonstrate an attention to detail and flexibility

Preferred Qualifications:

- 2 years experience working in a public library setting
- Knowledge of local nonprofit and community organizations to create opportunities for Library partnerships
- Experience with working with Library vendors
- Experience with working with international demographics

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Physical Activity Requirements:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree.

Salary: \$52,400

Benefits: Vacation, sick leave, personal leave, and holidays; Defined contribution plan; Life insurance

Application: Application, cover letter, and resume due by **Friday, March 22 at 5:00 PM.**

To: Farmington Community Library
Attn: Crystal Peterson – Executive Assistant
32737 W. Twelve Mile Road
Farmington Hills, Michigan 48334
Electronically to: Crystal.Peterson@farmlib.org

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