



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: Information Services Specialist – Adult Services (Part-time, Non-exempt)

Hours: Minimum of 24 hours per week, including days, nights, and weekends on a flexible basis

Location: FCL Farmington Hills

Responsibilities:

- 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
- Maintaining assigned areas of the collection under the supervision of a Librarian
- Assisting with programming and outreach under the supervision of a Librarian
- Assisting the Department Head and Librarians with administrative and clerical tasks including, but not limited to, creating and maintaining volunteer schedules, ordering/maintaining various supplies, and data entry
- Other duties as assigned

Minimum Required Qualifications:

- Associate's Degree or equivalent in a related field
- A positive and enthusiastic approach to public library service
- Excellent customer services skills, including over the phone, online, and in-person
- Proficient in the use of technology including Microsoft Office Suite, Outlook, and Teams
- Ability to quickly understand and successfully utilize new systems, technologies and processes
- Effective oral and written communication skills, including the ability to explain complex instructions and information to patrons and staff
- Ability to work with diverse audiences, maintain effective working relationships, and resolve minor conflicts
- Ability to understand and follow organizational and departmental priorities, procedures, and existing precedents and independently resolve minor problems

Farmington Community Library

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- Ability to manage time effectively, prioritize daily and weekly tasks, and demonstrate an attention to detail and flexibility

Preferred Qualifications:

- At least 6 months experience working in a public library setting
- Knowledge of literature, both classic and contemporary, and the ability to successfully provide reading recommendations for a range of ages, abilities, and interests
- Knowledge of local nonprofit and community organizations to create opportunities for library partnerships

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: \$18.13 per hour

Benefits: Vacation, sick leave, personal leave, and holidays; Defined Contribution Plan; Life insurance

Application: Application, resume, and cover letter 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

Commented [FW1]: verb @Crystal Corcoran

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