

Job Announcement
Rochester Hills Public Library - Outreach Librarian

Position: Librarian I, 22.5 hours per week, including evening and weekend hours)

Department: Outreach

Salary: \$24.92/hour

Benefits: 100% employer-paid personal legal services for employee and eligible dependents; short-term disability pay, long-term disability insurance; pension contribution (6% of annual salary after initial 6 months); prorated holiday, vacation, sick paid leave; one prorated floating holiday each calendar year; select employer-paid professional development workshops and conferences.

Optional benefits: telework flexibility, monthly visits from therapy dogs, deferred compensation plan, flexible medical reimbursement, dependent care reimbursement, and option to purchase life insurance.

Important Dates

Deadline for applications: Wednesday, July 9, 2025

Starting date: ASAP

Job Description

This person provides professional library information services primarily to adult customers with a specialized focus on maintaining RHPL's minibranch libraries. Such services include reader's advisory, reference services, and programming. Other responsibilities may include assignment(s) to a subject and/or service specialty area. Librarian positions require responsible, resourceful persons with a broad knowledge base and professional library science training. These employees work in close contact with the public and must understand the principles and techniques of public library service.

Primary Job Duties

- Provide professional reader's advisory and reference services to customers
- Instruct customers in the use of the library and its print and electronic resources
- Assist in materials selection and acquisition, collection development, and weeding
- Prepare bibliographies or information resource guides and keep them current
- Participate in a specialized service of the library, such as adult services, teen services, outreach services, or youth services



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- Provide and assist in planning mini-branch programs and meetings, as well as library programs, including book talks, discussion groups, storytelling, hands-on programs, school visits, and other related programs
- Utilizing the Family Place® and Public Library Association's early literacy practices, plan and present programs for in-library or bookmobile sessions
- Assist in recruiting, training, and supervising outreach mini-branch volunteers.
- Follow established circulation policies, guidelines, and procedures, including check-in, check out, renewing materials, issuing library cards, etc.
- Assist in telephone notification of special request deliveries to mini-branches
- Maintain awareness of new developments and trends in the field through professional journals, workshops, conferences, etc.
- Develop and maintain one or more special collections such as the low vision assistive technology, local history collection, audiovisual, electronic resources, etc.
- Maintain monthly mini-branch circulation statistics
- Collaborate with the outreach manager to strategize future iterations of the mini-branch service, ensuring its continued relevance
- Organize and maintain mini-branch office supplies at each site
- Work independently within the broad guidelines set by library policies and the library director
- Participate in planning library objectives and services
- Motivate, establish, and maintain effective working relationships with associates, supervisors, volunteers, other community agencies, and the public
- Assume responsibilities for supervision of personnel and facilities as directed
- Prepare for emergencies and help maintain a safe work environment
- Perform related duties as required

Qualifications

- Master's degree in library science from an ALA-accredited library school or a master's degree in a related field
- Michigan chauffeur's license if working on a bookmobile
- Michigan Department of Transportation physical if working on a bookmobile
- Knowledge of the philosophy and techniques of public library service
- Demonstrated knowledge of library materials and resources
- Knowledge of online information resources, computers, software programs (such as Microsoft Windows, Word), and an automated circulation system (Polaris)
- Formal training/experience with a specific population such as children, older adults, and/or people with disabilities
- Creativity to develop and implement new library programs and services
- Ability to think analytically to develop new or revised systems, procedures, and work flow



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- Ability to exercise initiative and independent judgment
- Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form
- Ability to make decisions, and interpret and communicate details about policies
- The desire to meet the public and serve patrons of all ages and abilities
- Positive attitude toward accommodating library users living with disabilities
- Inspired to provide exceptional customer service
- Excellent communication skills, written and verbal, including telephone skills
- Ability to communicate effectively with coworkers in a fast-paced environment
- Dependable and flexible work habits
- Demonstrated ability and/or experience working with Windows-based computers, in several software applications
- Ability to use Google suite of productivity tools
- Ability to work independently and assume responsibility

Requirements of the role

- Physical:
 - o Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; picking up litter; spreading ice melt
 - o Standing or sitting for periods of time
 - o Writing or typing to complete work-related documents
- Mental:
 - o Is accurate
 - o Able to maintain confidentiality of library records and administrative matters
 - o Good time management: is prompt, flexible, and works under short time constraints, and meets deadlines
 - o Able to interact and work effectively with customers, supervisors, co-workers and volunteers
 - o Able to retain concentration and poise despite numerous interruptions
- Environmental:
 - o Normal interior environment for most librarian positions
 - o Small space environment commensurate with a bookmobile vehicle for outreach librarian position
 - o Frequent visits to off-site garage where vehicle is stored for overnight parking (garage may have sounds and fumes associated with large, diesel vehicles) for outreach librarian position



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- Travel:

- o <15% (attendance at local meetings or statewide workshops)

The Rochester Hills Public Library is an Equal Opportunity Employer.

Please respond to the following questions and include the responses with your resume and RHPL application:

1. What is your philosophy on community outreach?
2. What techniques have you used—or would you use—to build and maintain a strong group of volunteers?
3. Can you share your perspective on why accessibility should be a priority in the library?

Application: Please fill out an employment application at <http://www.rhpl.org/jobs> and attach a cover letter, resume, and answers to the pre-interview questions. If you have questions about the position, please direct them to: Mary Davis (mary.davis@rhpl.org), Head of Outreach Services.



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