

Romulus Public Library

Adult Services Librarian

Full-time Exempt

July 1, 2018



Job description:

- Select, develop and maintain adult collections, manage adult materials budget
- Plan, prepare for and present programming for adults including computer instruction, book clubs and other adult programs
- Manage Adult Literacy Program
- Manage/update library website
- Provide outreach to the community and seek partnership opportunities with community organizations
- Assist patrons at the circulation desk in person and on the phone as needed
- Provide reference assistant and reader's advisory to library patrons of all ages
- Attend staff meetings, professional meetings and continuing education workshops
- Act as librarian in charge as needed when Director and Assistant Director are out of the office
- Other duties as assigned

Qualifications:

- Master's Degree in Library Science from an ALA-accredited library school
- Eligible for Michigan Public Library Certification
- Experience in a public services position in a public library
- Skill in planning and presenting library programs
- Skill in preparing program flyers and other promotional materials
- Ability to establish and maintain effective interpersonal relations with others
- Computer literacy including use of social media, databases, proficiency in MS Excel, MS Word and Google Docs required; experience with MS Publisher, library software and WordPress preferred
- Ability to provide superior customer service to library users of all ages
- Excellent proven organizational skills
- Ability to operate standard office equipment
- Ability to complete work in a timely manner
- Ability to manage budgets effectively
- Ability to work cooperatively with library staff and volunteers in a team environment
- Ability to produce neat, accurate work within an established time frame
- Excellent written and oral communication skills
- Ability to lift and push up to 25 pounds

Hours: 40 hours/week including some evenings and alternating Saturdays.

Pay rate: \$40,000/year

Benefits: Health/Rx, Dental, Vision, Employee Assistance Program, Life/AD&D, Long Term Disability, Pension, Vacation.

Reports to: Library Director

HOW TO APPLY: Submit a City of Romulus application and resume to the:

City of Romulus

Human Resources Department

11111 Wayne Road

Romulus, MI 48174

The application is available on the City's website: www.romulusgov.com

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED