

Position: Information Services Coordinator

Reports to: Library Director

Salary: \$52,000 - \$62,000 DOQ

Benefits: Medical, dental, vision, and life insurance; sick & vacation time; defined contribution plan

Hours: Full-time, 40 hours per week including some nights and weekends

Primary Accountability:

Responsible for managing the Information Services department including the employees and operational workflow to provide library services to teens, adults, and seniors.

Primary Responsibilities and Duties:

- Responsible for the management and supervision of the Information Services department
 - Supervises, trains, schedules, and evaluates Information Services staff including a mix of full-time and part-time staff
 - Assigns duties and responsibilities, and ensures employees receive instruction and training needed to complete their job responsibilities
 - Maintains job descriptions, procedures, and other documents related to the organization of the department
 - Oversees and maintains the approved annual budget for the Information Services department and makes budget recommendations
 - Participates on the Library's management team, assisting with library-wide direction and decisions
 - Ensures that employees are aware of and adhere to all Library policies and procedures and conveys senior management communication and directives
 - Serves as the main point of contact for Information Services inquiries and/or issues
 - Provides recommendations on hiring, disciplinary actions, and terminations; executes corrective action within scope of authority
 - Prepares monthly department report for Library Director and tracks department statistics for State Aid
- Responsible for librarian duties
 - Works at the reference desk assisting patrons with print and digital resources
 - Oversees collection development for the Information Services department including purchasing and weeding
 - Plans and implements library programs and activities for teens, adults, and seniors
 - Seek, identify, and pursue grants and community funding for programming and services
 - Markets library services and activities to the community through outreach and informal communications and partners with community organizations
 - Maintains skills and professional knowledge through continuing education, professional literature, and associations

Desired Qualifications:

- MLS/MLIS from an ALA accredited school required
- Three (3) or more years of related public library experience including two (2) years of public library supervisory experience
- Strong organizational skills and attention to detail, ability to organize work, set priorities, and manage projects to completion
- Possesses an understanding of how library procedures and practices are developed in order to effectively make contributions to policy and procedure and an understanding of current library trends
- Level 1 or 2 Professional Certification from the Library of Michigan
- Strong computer skills and experience in Microsoft 365 (SharePoint, Teams, Office, OneDrive) and other library-related applications
- Excellent verbal, written, and interpersonal communication skills
- Dedication to public service and providing excellent customer service
- Must be flexible and have the ability to multi-task and work independently as well as part of a team
- Enthusiastic, positive, friendly, self-motivated, and approachable
- Ability to resolve conflicts that may arise because of disagreements between employees, between employees and patrons, or with the public
- Successfully pass a background check & pre-employment screening

How to Apply:

Send resume, cover letter, and completed application (available at www.ahplibrary.org) to Kathleen Kwiatkowski, Library Director at kwiatkowskik@ahplibrary.org. Applications received by January 6, 2025, will receive first consideration.

Auburn Hills Public Library is an Equal Opportunity Employer.