



Adult Services Librarian Employment Opportunity

POSITION:	Adult Librarian Full-time, professional position
FLSA STATUS:	Exempt
REPORTS TO:	Head of Adult/Assistant Director
HOURS:	40 hours per week, including at least one evening a week and every other Saturday. We are closed on Sundays.
PAY RATE:	MLIS or MSI degree: \$20-\$23 based on experience and education
BENEFITS:	Pro-rated vacation, sick, and personal business leave

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide reference and readers' advisory services to customers of all ages
- Assist customers in the use of the library, print and digital collections, program registration, and computer/technology questions
- Coordinate, plan and conduct regular programming focusing on the various adult ages and stages, including oversight of the adult programming budget
- Purchase and maintain assigned collections with a generous budget
- Investigate and implement makerspace innovations and practices

KNOWLEDGE, SKILLS, AND ABILITIES:

- Enthusiasm for adult services and commitment to public service excellence
- Demonstrated knowledge of library materials and resources for adults ages 18+ and up
- Computer literacy and an ability to provide technology instruction
- Follow and apply all library rules, policies, procedures, and patron privacy laws
- Perform related duties as required
- Ability to work effectively and courteously with the public and other library employees
- Strong interpersonal, communication, organizational, and time management skills

EDUCATION AND EXPERIENCE:

- ALA-accredited Master in Library and Information Science or Master of Science in Information
- We will consider students at least ½ way through an MLIS or MSI degree with public or school library experience
- 1+ years of public library experience preferred

PHYSICAL DEMANDS:

- Be able to stand, stoop, sit, and reach
- The physical demands are representative of those an employee must meet to perform the essential duties and responsibilities of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

White Lake Township Library reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the Library at any time, with or without notice. This job description is not an exhaustive list of all duties, responsibilities, and qualifications; it is intended to describe the primary responsibilities and requirements of the position. The White Lake Township Library is an equal-opportunity employer.

Closing Date: Applications accepted until filled.

Application: Email cover letter, resume and completed application form Amy Rosen, Assistant Director and Head of Adult Services, arosen@whitelakelibrary.org.

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