

Position: Part-Time Adult Services Librarian

Reports to: Adult Services Coordinator

Salary: \$20-\$25/hour DOQ

Hours: 28 hours/week, including some nights and weekends

Qualifications:

- Master's Degree in Library and Information Sciences from an ALA-accredited program or graduation from such program in 6 months.
- Experience working with adults and community agencies.
- Experience with current emerging technology and software applications.
- Strong organizational and time management skills and ability to work independently.
- Ability to maintain effective relationships with staff and work in a team environment.
- Excellent customer service skills: calm, tactful, supportive, and patient.
- Excellent verbal and written communication skills.
- Successfully pass a background check & pre-employment screening.

Primary Job Duties and Responsibilities:

- Provide reference and readers' advisory assistance in-person, by phone, and by email.
- Assist patrons in the use of computers and technology (internet, productivity software, downloads, devices, etc.).
- Works at the reference desk assisting patrons with print and digital resources.
- Perform community outreach.
- Plans and implements in-person library programs and activities for adults.
- Maintains library collections assigned by the Adult Services Coordinator, including Fiction and Non-Fiction.
- Maintains skills and professional knowledge through continuing education, professional literature, and associations.
- May attend relevant workshops and meetings.
- Participate in all departmental and library staff meetings.
- Participate in long-range planning of programming, collections, and services.
- May serve as librarian in charge if needed.
- Performs other duties as assigned by the Adult Services Coordinator.

How to Apply:

Send resume, cover letter, and completed application form (available at www.ahplibrary.org) to Lindsey Ellison, Adult Services Coordinator at ellisonl@ahplibrary.org. Applications received by Friday, April 11, will receive first consideration.

Auburn Hills Public Library is an Equal Opportunity Employer.