



Leanna Hicks Public Library of Inkster

JOB POSTING

POSITION: Part-Time Librarian

WAGE/PERKS \$19.00 to \$21.00 per hour (depending on qualifications); 14 paid holidays

STATUS: Part-time, 20-25 hours per week; includes Saturdays and some evenings

REPORTS TO: Director

Our new Part-Time Librarian will work directly with the public and all ages. Ideal candidates are knowledgeable of current library and technological trends, have experience presenting programs, are engaging and personable curious and kind. Interest, and pursuit, of professional development is ongoing and encouraged at the Leanna Hicks Public Library of Inkster.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide reference services and readers advisory for youth and adults.
- Instruct patrons in the use of electronic library resources.
- Assist in collection development and maintenance.
- Create and prepare programs for adults and children.
- Preparation of monthly statistics and reports.
- Assist in maintaining the library's social media accounts.
- Other tasks as assigned.

REQUIRED QUALIFICATIONS

- Master's Degree (MLIS or MLS) from an American Library Association accredited university/college.
- At least two years' experience working in a library.
- Effective oral and written communication.
- Expertise in utilizing and troubleshooting current technologies, and actively learning emerging technologies.

MINIMUM QUALIFICATIONS & PHYSICAL FUNCTIONS

- Desire to work with a diverse community.
- Ability to work independently while maintaining mission and objectives of the team.
- Proficiency in Microsoft and Google suites, specifically Excel and Sheets.
- Able to lift 25 pounds and push carts up to 200 pounds.
- Ability to sit, stand for long periods, bend, reach, stoop or crouch.

***Submit letter of application and resume to jobs@inksterlibrary.org by
Friday, November 10, 2024.***