



City of Three Rivers

333 West Michigan Avenue • Three Rivers, Michigan 49093

Phone: 269.273.1075 • Fax: 269.273.3132

www.threeriversmi.org

JOB POSTING

Three Rivers Public Library-Part Time Adult Services Librarian

The City of Three Rivers is seeking qualified applicants for a part-time Adult Librarian position at the Three Rivers Public Library. This position is responsible for planning, coordinating, and implementing the delivery of library services to adults and families who use the Three Rivers Public Library. This position also assists the Library Director with administrative functions & data collection and assumes responsibilities for library operation in the absence of the Director. Essential duties include planning and conducting programs, selecting library materials, coordinating library outreach programs, assisting with social media and promotional activities, acting as a shift lead, and assisting patrons.

Minimum requirements: Bachelor of Arts/Science degree, Master of Library Science (MLS) degree preferred, possession of a valid Michigan Driver's License and experience working with adults, supervisory experience, and previous experience working in a public library setting. This is a part-time non-union position. 29 hours per week.

Schedule: T 11:30 p.m. – 7:30 p.m., W 10:30 a.m. – 5:30 p.m., TH 10:30a.m.-5:30 p.m., F 10:30 a.m. – 5:30 p.m., Sat. as needed. Hours sometimes vary based on programming needs.

Starting pay: \$14.15/hour - \$17.00/hour DOQ plus benefits.

Interested candidates should submit an official application, resume and letter of interest by March 6, 2024 or until filled, to Deputy Director of Finance/Administration Leslie Wilson at Three Rivers City Hall, 333 W. Michigan Avenue, Three Rivers, MI 49093, M-F 8:00 a.m. – 4:30 p.m. ph. (269)273-1075 x108 lwilson@threeriversmi.org fax (269)273-3132.

Official applications can be found at www.threeriversmi.org

EOE/AA/MF/H/V

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