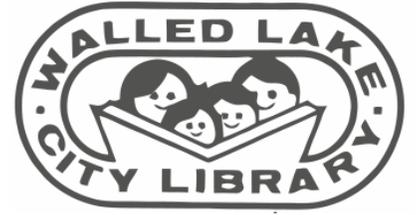


**WALLED LAKE CITY LIBRARY
EMPLOYMENT OPPORTUNITY**



POSITION: Adult Librarian, Part Time

PAY RATE: \$16.00-\$18.00 per hour, based upon experience and education.

BENEFITS: Employee Assistance Program; vacation; holiday; personal and sick leave.

SCHEDULE: Part time, average 12-16 hours per week, weekdays, minimum of one evening per week and one Saturday per month

RESPONSIBILITIES:

- Provide excellent service to patrons of all ages
- Provide reference and information service assistance to patrons using both printed and electronic resources
- Offer excellent customer service while providing reference and reader's advisory services for adults and occasionally teens and children
- Develops and manages assigned print and electronic collections
- Assist with planning and implementation of traditional and innovative adult programming
- Assist library patrons with electronic and downloadable digital resources on various devices
- Collaborate with staff throughout the library on projects and services that improve the patron library experience
- Demonstrate, teach, assist and troubleshoot the use of public-access office equipment including computers and related software as needed
- Perform circulation desk duties including charging and discharging materials, placing patron holds and handling cash transactions for fines and fees
- Perform workroom duties including shelving materials, shelf reading, processing holds, returns and other materials from delivery
- Perform related duties and general Library work as necessary

QUALIFICATIONS:

- ALA-accredited MLIS degree *or* 18 credit hours toward the degree, from an ALA accredited school
- Enthusiasm for youth and commitment to public service excellence
- Broad knowledge of adult literature, media, and trends
- Computer literacy and an ability to provide technology instruction
- Embraces change in work environment, procedures and services
- Good organizational skills; able to prioritize duties and tasks, work independently and assume responsibility
- Delivers consistently friendly, attentive, welcoming, high quality customer service to patrons of all ages
- Ability to work effectively with the public and other library employees

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- **Environment:** Library environment; extensive public contact.
- **Mobility:** Sufficient mobility to work in a library setting; operate office equipment
- **Vision:** Vision sufficient to read small print, computer screens and other printed documents

CLOSING DATE: Applications will be accepted until position is filled.

APPLICATION: Cover letter, resume and contact information for three professional work-related references

EMAIL/SEND TO: Carrie Ralston
Library Director
Walled Lake City Library
1499 E. West Maple Rd.
Walled Lake, MI 48390
carrie@walledlakelibrary.org

The Walled Lake City Library is an equal opportunity employer