

Adult Programming Librarian White Lake Township Library

Position Description:

The Adult Programming Librarian is primarily responsible for planning, marketing, conducting, and facilitating programs for adults. Provide reference and readers advisory services for adults and occasionally to teens and youth.

Salary Range: MLIS degree, \$18.25 - \$21.00 an hour based on experience and education
Student in MLIS Program, \$15.00 an hour

Hours: 20-24 hours per week including evenings and every other Saturday, with the possibility of additional substitute hours

Benefits: Prorated Vacation, Sick and Personal Business Leave, Life Insurance

Responsibilities:

- Plan for upcoming programs, with specific dates and details
- Research, coordinate and negotiate with potential program presenters and performers
- Maintain ongoing programs while introducing new events in response to customer interests
- Provide reference and readers advisory service for adults and occasionally for teens and youth
- Employ a variety of print and online strategies to market programs to a broad audience
- Maintain the adult programming budget and seek grants and other sources of funding for programs
- Assist in collection development in assigned areas
- Set up and clean-up program space with the assistance of other staff members as needed
- Grow collaborative relationships with community groups, arts organizations other local groups
- Maintain currency of knowledge of library and programming trends
- Additional duties as assigned

Required Knowledge, Skills and Abilities:

- Communicate effectively in both oral and written form, and have good public speaking skills
- Engage community partners, customers, and staff in the promotion of library programs
- Exhibit flexibility and a willingness to work in a dynamic and changing environment
- Computer proficiency
- Lift, carry and push items up to 50 pounds

Minimum Qualifications:

- ALA-accredited MLIS degree or significant progress in MLIS program
- Library and programming experience preferred
- Enthusiasm and commitment to public service excellence
- Ability to work effectively with customers and other library employees
- Strong interpersonal, communication and technology skills
- Must possess a valid Michigan State driver's license

Reports to: Assistant Director, Head of Adult Services

Please email cover letter, resume and application to

Amy Rosen, Assistant Director
arosen@whitelakelibrary.org

Dates: Applications received by Thursday, January 3, 2019 will be given first consideration.

White Lake Township Library is an equal opportunity employer.