

**Job Announcement**  
**Rochester Hills Public Library Digital Services Librarian**

**Position:** Digital Services Librarian, 22.5 hours per week, including evening and weekend hours

**Department:** Outreach Services

**Salary:** \$23.69 - \$30.91 (placement within this range is dependent on qualifications)

**Benefits:** short-term disability, long-term disability insurance; pension contribution (6% of annual salary after initial 6 months); prorated holiday, vacation and sick paid time; professional development workshops and conferences.

Optional benefits: telework flexibility, deferred compensation plan, flexible medical reimbursement, dependent care reimbursement, and option to purchase critical care insurance, and/or accidental death, and/or life insurance.

**Important Dates**

**Deadline for applications:** Friday, November 3, 2023

**Decision anticipated:** Friday, November 17, 2023

**Starting date:** Monday, December 4, 2023

**Job Description**

This person provides professional library information services to children, young adults, and/or adult customers. Such services include reader's advisory, reference services and programming. Other responsibilities may include assignment(s) to a subject and/or service specialty area. Librarian positions require responsible, resourceful persons with a broad knowledge base and professional library science training. These employees work in close contact with the public and must understand the principles and techniques of public library service.

**Primary Job Duties**

- Works cooperatively with librarians and staff to promote the use of digital tools and resources to serve the community
- Addresses questions related to e-resources and personal devices within the scope of the library's services
- Coordinates promotion of the library's digital resources with the Communications & Engagement team
- Troubleshoots digital resources and assists patrons and staff with access issues
- Keeps informed of and recommends emerging technology and digital resources
- Provides reference services via in-person, telephone, email, and online forums



ROCHESTER HILLS  
PUBLIC LIBRARY

### **Qualifications**

- Master's degree in library science from an ALA-accredited library
- Michigan chauffeur's license if working on a bookmobile
- Michigan Department of Transportation physical if working on a bookmobile
- Knowledge of the philosophy and techniques of public library service

### **Requirements of the role**

- Physical:
  - Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; picking up litter; spreading ice melt
  - Standing or sitting for periods of time
  - Writing or typing to complete work-related documents
- Mental:
  - Is accurate
  - Able to maintain confidentiality of library records and administrative matters
  - Good time management: is prompt, flexible, works under short time constraints, and meets deadlines
  - Able to interact and work effectively with customers, supervisors, co-workers and volunteers
  - Able to retain concentration and poise despite numerous interruptions
- Environmental:
  - Normal interior environment for most librarian positions
  - Small space environment commensurate with a bookmobile vehicle for outreach librarian position
  - Frequent visits to off-site garage where vehicle is stored for overnight parking (garage may have sounds and fumes associated with large, diesel vehicles) for outreach librarian position
- Travel:
  - <15% (attendance at local meetings or statewide workshops)

**The Rochester Hills Public Library is an Equal Opportunity Employer.**

Please respond to the following questions and include the responses with your resume and RHPL application:



ROCHESTER HILLS  
PUBLIC LIBRARY

1. Convince me to use your favorite digital resource.
2. How can libraries embrace and utilize AI in day to day operations or programs?
3. What skill do you have that sets you apart from other candidates?

**Application:** Please fill out an employment application at <http://www.rhpl.org/employment> and attach a cover letter, resume, answers to the pre-interview questions, and a diversity statement. If you have questions about the position, please direct them to: Mary Davis ([mary.davis@rhpl.org](mailto:mary.davis@rhpl.org)).



ROCHESTER HILLS  
PUBLIC LIBRARY