

Adrian District Library Job Posting

AVAILABLE POSITION: Adult Services Librarian

WORK SCHEDULE: 40 hours per week, including evening and weekend hours

PAY RATE: Starting wage is \$18.65 per hour, commensurate with experience; benefits include health insurance, retirement plan, paid vacation and sick leave, paid holidays

JOB SUMMARY: The Adult Services Librarian provides library services to patrons of all ages, with a primary focus on adults. These services include: delivery of reference and reader's advisory services for patrons of all ages, collection development, cataloging, program development, display creation, publicity material development, outreach, and use of library technology to meet the needs of the community served. Acts as Librarian in Charge (LIC) in the absence of the library director.

REQUIREMENTS: ALA/MLIS with public library experience preferred. Students currently enrolled in a graduate program of library and information studies will be considered for the position at a lower starting pay rate. Experience with local history/genealogy resources and/or programming for teens and young adults is highly desirable.

The position requires a commitment to customer service excellence, excellent oral and written communication skills, expertise with computer technology and an understanding of its potential in providing high quality library services. The successful candidate must have the ability to organize multiple assignments and to work independently. The position requires demonstrated initiative and a creative approach to attaining departmental goals as well as the ability to enforce library policies and procedures.

Additionally, to perform the essential functions of the position, an individual will be required to maintain a physical condition necessary for sitting, moving, and/or standing for long periods of time; lifting or carrying light to moderately heavy objects; operating assigned equipment, including computers.

APPLY: Submit resume with cover letter providing details of relevant experience to: Jen Wrzesinski, Library Director, Adrian District Library, 143 E. Maumee St., Adrian, MI 49221. Electronic submissions to: jwrzesinski@adrianmi.gov.

DEADLINE: Application materials will be accepted through 8 pm on Wednesday, January 31, 2018.

PLEASE NOTE: All candidates will be notified of our decision by mail or phone within 6 weeks after the deadline date. We ask that no inquiries be made about the status of your application during this period.

The Adrian District Library does not discriminate in its employment practices.