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**May 5, 2021**

The Farmington Community Library is seeking a creative, energetic, ambitious and dedicated Full Time Adult Services Librarian. The successful candidate will possess excellent technology and instruction skills, be service oriented and excited to grow, learn and share knowledge with both peers and patrons. This candidate should have knowledge of best library practices, familiarity of reference materials for adults and students, an awareness of current reading, viewing and listening interests.

**Position Available:**      Full Time Librarian I Position

Adult Services Department

**Salary Range:**                $41,809 - $62,348

**Full-time Position:**       40 hours per week, to include nights and weekends

**Fringe Benefits:**           Excellent

**Please include your cover letter, resume, and application. Application available at:** [http://history.farmlib.org/pdfs/Employment\_Application\_3\_2018.pdf](about:blank)

**Deadline for application packet is May 14, 2021 to:**

Crystal Peterson

[Crystal.Peterson@farmlib.org](mailto:Crystal.Peterson@farmlib.org)

Farmington Community Library

32737 West 12 Mile Road

Farmington Hills, MI 48334

**Employee Classification:  Librarian I**

**Job Summary:**

Under the supervision of Department Head, Librarians beginning their career focus on the Library’s philosophy, policies and procedures as they apply the knowledge gained in library school. New librarians provide public services to children, young adults or adults. Such services include reader’s advisory, reference in print and electronic formats, and programming.

**Essential Duties/Responsibilities may include, but are not limited to:**

* ​Provides quick and accurate reference and reader’s advisory services to the public, using both print and electronic resources.
* Assists patrons in learning to use the automated circulation system, electronic resources, and the Internet.
* Provides Children’s and/or Adult programming, under the supervision of the Department Head. Children’s staff must become aware of the developmental ages of the child and the activities appropriate for each developmental stage.
* Participates in collection development in assigned areas with responsibility for selection, weeding and promoting use of the collection.
* Becomes familiar with the Library’s Reference Collection and all special collections, thereby serving as a resource for other Information Desk staff.
* May receive a secondary assignment to demonstrate employee’s understanding and mastery of the Library’s approach to a special collection or service.
* Serves as the Librarian-In-Charge of the building, when assigned.  Must be knowledgeable about and able to make decisions in situations dealing with Library security, emergency procedures and conflict resolution.

**Minimum Qualifications:**

* Master’s Degree in Library and Information Science from a school accredited by the American Library Association.
* One year experience in public libraries.
* Professional certification as a Librarian from the Library of Michigan or ability to gain it within 1 year.
* 2 years library experience preferred.
* Ability to learn new and emerging technologies.
* Proficient in the use of social media platforms.
* Excellent oral and written communication skills and the ability to effectively and easily communicate technical topics to novices.
* Experience teaching technology literacy and skills to patrons with a range of technical knowledge and abilities.
* Strong organizational skills and the ability to set and modify work priorities independently with a high degree of initiative.
* Demonstrates creativity, flexibility, and a positive attitude.
* Exhibits patience, tact and poise in a busy setting serving patrons and staff with high expectations.
* Critical thinking skills, knowledge of literature, current events and general information
* Excellent customer service skills and professional attitude towards providing public library services to patrons.
* Exhibits good judgment and ability to establish and maintain effective working relationships with other staff and supervisors.
* Excellent understanding of Library policies, procedures, philosophy and Public Service Values.
* Demonstrates regular and predictable attendance, including attendance at required meetings.

This job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Physical Activity Requirements:**

*Degree of physical demands (strength) usually associated with the essential functions of the job*

* The ability to lift, push and/or pull up to 20 lbs., and push carts weighing up to

200 lbs.

* The ability to sit, stand and walk for long periods.
* The ability to bend, reach, crouch or stoop.
* Sufficient vision, speech and hearing, which will permit employee to successfully perform the functions of this position.

**Equipment Commonly Associated with this Job:**

Computer equipment plus peripherals, scanner, computer projector, telephone reception system, microform reader printers and office machinery, among others.