



City of Livonia Librarian I (Part-time) - Adult Services

SALARY	\$27.24 - \$31.86 Hourly	LOCATION	City of Livonia, MI
JOB TYPE	Regular Part-Time	JOB NUMBER	1242 o.c.
DEPARTMENT	Civic Center Library	OPENING DATE	07/17/2025
CLOSING DATE	7/31/2025 11:59 PM Eastern		

The City of Livonia is an Equal Opportunity Employer

SALARY INFORMATION

\$27.24 - \$31.86 Hourly

- Starting Salary: \$27.24/hour
- After Six Months of Successful Employment: \$27.80/hour
- After One Year of Successful Employment: \$28.31/hour
- Maximum salary is achieved after four successful years of employment.

NOTE: Annual salary adjustments may also occur, based on collective bargaining agreements.

JOB RESPONSIBILITIES

An employee in this classification has training and/or work experience in adult services. Duties will include programming and reference services. This position works under the direction of the Head of Adult Services.

An employee in this classification will:

- Perform reference searches and readers' advisory
- Perform collection development duties, including reading book reviews, ordering books, and weeding
- Develop programs for seniors and adults
- Assist patrons in the use of the library
- Prepare displays and exhibits
- Perform other duties as assigned

Part-time positions are required to work a regular schedule of a minimum of 20 hours per week. There will be some limited opportunities to work additional hours based on the operational needs of the library. This position is represented by the AFSCME Local 192 bargaining unit.

This part-time position will provide critical support during library operational hours and assist with off-site programming. This position will primarily report to the Bennett Civic Center Library but will be required to work shifts at both the Bennett Civic Center Library and the Carl Sandburg Branch Library.

MINIMUM QUALIFICATIONS AND APPLICATION PROCESS

By the closing date of this announcement, applicants must:

1. Be a citizen of the United States or a resident alien with the right to work in the United States; and
2. Possess a master's degree in Library and Information Science from an ALA-accredited college or university; or
3. Have at least 18 credit hours towards a master's degree in Library and Information Science from an ALA-accredited college or university; and
4. Have a minimum of two years of experience providing direct service to the public; and
5. Have strong interpersonal and communication skills.

NOTE: Candidates must present proof of 18 credit hours or their master's degree at the time of application.

NOTE: As a condition of employment, candidates must obtain their master's degree in Library and Information Science from an ALA-accredited college or university within 18 months of employment.

PARTS OF EXAMINATION AND WEIGHTS

Interview - 100 %*

* In the event the number of qualified applicants exceeds 15, an evaluation of the 15 applicants with the most appropriate and responsible combination of experience and training will be invited to the interview.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Library Services and reference materials
- Books and authors
- Professional practices and techniques of library science
- On-line library systems and information resources
- Principles of training and supervision

Ability to:

- Use on-line resources and personal computers
- Select books and fill needs of patrons
- Perform reference and reader's advisory work
- Use and explain library resources
- Establish and maintain cooperative relationships
- Communicate effectively both verbally and in writing
- Develop and promote special library programs
- Maintain complex records and prepare reports
- Make routine arithmetic calculations
- Ability to use MS Office and other computer programs
- Work evenings and weekends

NOTE: At the time of appointment, applicants are required to pass a pre-employment medical examination conducted by a physician authorized by the City of Livonia.

PURPOSE: The purpose of this examination is to establish an eligible list to fill current, future, regular, and/or temporary vacancies.

HOW TO APPLY: Applications can be completed anytime online at www.governmentjobs.com/careers/livonia. If work experience and/or specific skills are listed as qualifications, it will be the responsibility of the applicant to describe their experience and/or skills sufficiently in the Education and Work Experience sections of the application so that it may be determined if they meet the stated qualifications. Applicants who do not comply will be disqualified from further consideration. Attachments or resumes are not accepted in place of completing the information requested on the official application. Applicants will be notified by e-mail of the next steps in the examination process.

PROBATIONARY PERIOD: Appointees must satisfactorily complete a six-month probationary period before the appointment will be considered regular.

Employer

City of Livonia

Address

Livonia City Hall, 33000 Civic Center Drive
3rd Floor Civil Service Department
Livonia, Michigan, 48154

Phone

(734) 466-2530

Website

<http://www.livonia.gov>

Librarian I (Part-time) - Adult Services Supplemental Questionnaire

*QUESTION 1

Do you possess a master's degree in Library and Information Science from an ALA-accredited college or university?

- ☐ Yes
☐ No

*QUESTION 2

Do you have at least 18 credit hours towards a master's degree in Library and Information Science from an ALA-accredited college or university?

- ☐ Yes
☐ No

*QUESTION 3

Do you have a minimum of two years of experience providing direct service to the public?

- ☐ Yes
☐ No

*QUESTION 4

Do you have strong interpersonal and communication skills?

- ☐ Yes
☐ No

* Required Question