



HUMAN RESOURCES DEPARTMENT

ANNOUNCEMENT OF VACANCY

February 10th, 2026

POSITION: Librarian III- Specialist-Archivist/Curator

AGENCY: Various Locations

SALARY: \$63,994- \$70,328

For a complete description of Detroit Public Library, log on to www.detroitpubliclibrary.org.

APPLICATION INSTRUCTIONS – EXTERNAL APPLICANTS

- *Submit completed resume with cover letter to halnajar@detroitpubliclibrary.org*

**APPLICATIONS MUST BE SUBMITTED TO THE HUMAN RESOURCES OFFICE BY
4:00 p.m., May 4th, 2026**

The Detroit Public Library provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

JOB DESCRIPTION
Librarian III – Specialist

LIBRARIAN III – SPECIALIST

Job Family: **Public Services Group** FLSA Status: **Non-Exempt**
Revised Date: **February 2026** Bargaining Unit: **UAW-Pool**

GENERAL PURPOSE: Under general supervision, is responsible for a specialty library function or service requiring in-depth knowledge of specialized subject area, collection, function, or service for the Detroit Public Library (DPL); responsible for the day-to-day administration and oversight of the specialty collection, function, or service; and participates in and supports organizational goals, policies, and guidelines.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of assigned Library – coordinator or manager; and does exercise supervisory responsibility.

DISTINGUISHING CHARACTERISTICS: This is third in a series of three in the Librarian job series. It is distinguished from the Librarian II in that incumbents in this classification exist to assist with supervision and administration of the day-to-day operation of a branch or main library department or program, including directing the work of lower level library and clerical staff. Incumbents may also lead or coordinate one or more system-wide library programs. Incumbents have considerable latitude in the application of professional practices in the assigned area of responsibility. Progression from Librarian II to Librarian III requires four years of full time professional library experience.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

In specialty area of assignment:

- Supervises, coordinates, schedules, assigns, and inspects the daily work activities of assigned staff; coaches, trains and motivates staff; and coordinates and/or provides staff training.
- Assists with managing and prepares the daily workflow and prioritization of projects and staff; measures the performance of the unit and staff and recommends or suggests appropriate corrective action when necessary; provides advice and counsel to staff; develops developmental work plans for staff; recommends corrective actions and discipline procedures as appropriate or necessary.
- Drafts and completes weekly sign-in sheets for staff members; completes bi-weekly time sheets for managers to review for payroll office; makes necessary alterations to work schedules due to illness or other emergency, or unforeseen change in employee's personal schedule.
- Administers, monitors, and maintains assigned budgets including book, audio, video, periodicals, and programming budgets; and prepares and processes requisitions or purchases for items utilized in programs.
- Performs miscellaneous duties such as keyboarding; computer troubleshooting; creating displays to encourage traffic flow and visibility of materials; keeps abreast of community milieu and the changing literacy needs reflected in the service area and develops and customizes programming as appropriate; laminates shelf-reading, records audio selections of public domain materials; oversees supply inventory; processes gifts; maintains bulletin boards; may open and distribute departmental mail; and substitutes as reference librarian at other library locations as needed.

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PRIMARY DUTIES AND RESPONSIBILITIES:

- Provides support to the assigned Library coordinator or manager on matters as directed; participates on a variety of committees as assigned; prepares and presents reports and other necessary correspondence; attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment; ensures processes, policies and practices are interpreted and applied consistently and effectively; ensures accountability and compliance with all current and applicable state and federal laws, Library policies and procedures, rules and regulations.
- Ensures an environment of customer-responsive services, providing customer-responsive service and handling customer service issues.
- Performs other duties as assigned or required.

Archivist/Curator:

- Establishes and maintains the physical and intellectual control over records of enduring value; selects, arranges, and ensures the long-term preservation of such records; assists researchers who wish to use them; provides customer service in person and via telephone, letter, e-mail; creates physical and digital exhibits; conducts tours and lectures; facilitates donations of materials; develops and maintains relationships with community groups, organizations, and individuals.
- Serves as curator for assigned collection(s); organizes, preserves, and maintains assigned collection; provides customer service regarding collection; creates physical and digital exhibits; conducts tours, lectures, and other events/concerts; and maintains relationships with community, academic, and professional organizations and individuals.
- Processes and preserves manuscripts collections, develops the collection management of materials such as rare books, manuscripts, maps, sheet music, vinyl records, CDs, prints, or photographs; and creates finding aids indexes and web-based descriptions for special collections.

MINIMUM QUALIFICATIONS:

Education and Experience:

Master's Degree in Library and Information Science from an ALA accredited institution and four years of professional library experience in specialty function or area of assignment, including one year of supervisory/lead responsibility over staff and/or programs.

Required Licenses or Certifications:

- Must possess a valid State of Michigan Driver's License.

Certifications Preferred:

- Level I Librarian Certification by the State of Michigan.

Required Knowledge of:

- Advanced principles and practices of library science.
- Principles and techniques of library materials selection and cataloging in specialty program area of assignment.
- Dewey Decimal system, the alphabetical systems of shelving, and computer searching techniques.
- Books, publishing, the book trade, and book review media.
- Reference tools and services.
- Automated library information retrieval system. Reference and circulation processes and procedures.
- Understanding of different classification schemes for library materials.
- Significant authors, associations and publishers of books and reference sources in the assigned field.
- Project/program planning and management principles and practices.
- Public and community relations principles and practices.

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- Other pertinent federal, state, and local laws, codes, and regulations.
- Modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, and statistical databases.
- Public library operations, services, and policies.
- Customer service standards and procedures.
- Supervisory principles, practices, and methods.
- ARC, MARC expertise in bibliographic/cataloging

Required Skill in (Continued):

- Interacting with people of different social, economic, and ethnic backgrounds.
- Analyzing, evaluating, and appropriately selecting popular level library materials in specialty program area of assignment. Researching and finding answers to complex reference questions.
- Managing and administering the coordination of the development and maintenance of library collections.
- Selecting materials and collections of contemporary significance and of permanent value.
- Command of all reference tools used.
- Library research techniques, including the use of technology.
- Database records management.
- Problem solving and decision-making.
- Program design and development.
- Presenting ideas and concepts orally and in writing.
- Working cooperatively with internal and external customers in a professional, friendly and cooperative manner.
- Responding to inquiries in effective oral and written communications.
- Utilizing personal computer software programs affecting assigned work and in compiling and preparing spreadsheets and reports.
- Establishing and maintaining effective working relationships with Library and department staff, board members, outside agencies, and the general public.
- Supervising, leading, and delegating tasks and authority.

Physical Demands / Work Environment:

- Work is performed in a standard library environment.
- Subject to sitting, standing, walking, stair climbing, reaching, and lifting of objects up to 25 pounds.
- Must be able to push/pull library carts and lift/carry library materials.