**MOUNT CLEMENS PUBLIC LIBRARY**

**Job Description**

**JOB TITLE**: Adult Services Librarian

**HOURS:** Part time, 30 hours per week

**REPORTS TO:** Head of Adult Services  
**SALARY:** $20 to $25 per hour plus PTO accrual

**NATURE AND SCOPE OF POSITION:**

Under direction of the Head of Adult Services, the Adult Services Librarian will provide direct and varied patron services, including but not limited to planning and implementing dynamic programming, curating and providing access to high quality relevant materials of interest to all levels of adults, cultivating resources and services aimed at attracting non-library users, and creating a safe, welcoming and stimulating environment.

**SPECIFIC DUTIES:**

* Provide prompt, courteous, and direct assistance in the library setting
* Develop and implement technology, science, and engineering programming that utilizes the library’s makerspaces and technological resources.
* Curate and maintain developmentally appropriate digital resources and services that encourage exploration and development, and develop digital literacy.
* Utilize technology to enhance communication and literacy skills, and engage in learning and recreational opportunities.
* Plan and implement technology classes for adults of all ages.
* Assist with the creation and maintenance of displays.
* Attend professional workshops, conferences, continuing education courses, and local and regional meetings.
* Represent the library within the community at events and meetings.
* Keep current with technological advances and digital resources of interest to patrons.
* Provide reference and reader’s advisory services.
* Provide general supervision and oversight of the main library floor.
* Actively reach out to non-library users within the community.
* Develop and pursue long range goals in conference with community needs, state and national trends, the Adult Services Department, and the Library Board.

**JOB REQUIREMENTS:**

* ALA-accredited MLS degree
* Knowledge of current library trends that affect 21st Century Library Services
* Knowledge of standard public library services, both print and electronic  
  Demonstrated effective working relationships with superiors, subordinates, associates, officials, and other agencies.
* Experience with automated library systems
* Knowledge of principles and methods for curriculum and training design, teaching and

instruction for individuals and groups.

* Good public service attitude
* Demonstrated oral and written communication skills

**DESIRED CAPABILITIES:**

* Experience with Innovative Polaris integrated library system
* Knowledge of literature in traditional and emerging formats
* Knowledge of library reference tools and services
* Experience supervising daily operations of a facility and/or serving as a direct supervisor to assigned staff.

To Apply:

Send resume and cover letter to [kbarnes@mtclib.org](mailto:kbarnes@mtclib.org)

The Mount Clemens Public Library does not acknowledge receipt of applications.   
  
The Mount Clemens Public Library is an equal opportunity employer.