

## **Grand Ledge Area District Library - Position Posting**

The Grand Ledge Area District Library is a Class IV library in a thriving suburb west of Lansing with a service population of 16,000 people and annual operating budget of \$750,000. We want your ideas on how to enhance our collections (90K items), draw new users to the library (70K annual visitors), and create new readers (98K annual circulation). Lots to do in Grand Ledge and the greater Lansing area (music, plays, arts, river, parks) and we love a parade!

**POSITION: Collections Specialist Librarian – Part-Time**

**RESPONSIBLE TO:** Library Director

**SALARY:** \$18.00 per hour

**HOURS: 24 hours per week**—schedule includes 5-9pm Thursday night shift. In addition, participate in weekend desk coverage rotation.

**BENEFITS:** Limited benefits include annual paid personal time, life insurance/disability package, holidays, and 1% matching 457 retirement plan

**SUBMIT:** Letter of interest, completed job application, three professional references and resume.

**APPLY TO:** Lise Mitchell, Library Director, Grand Ledge Area District Library, 131 E. Jefferson, Grand Ledge, MI 48837, [grandledgelibrary.adm@gmail.com](mailto:grandledgelibrary.adm@gmail.com)

**APPLICATION DEADLINE:** November 30, 2017, position open until filled

**QUALIFICATIONS:** Candidates should be innovative and enthusiastic; be able to communicate effectively; know how to adapt to a fast-paced work environment; enjoy collaboration; and be able to serve the public cheerfully.

- Master's Degree in Library Science from an ALA-accredited institution, as well as experience in a public library environment.
- Minimum of two years recent experience as a professional cataloger. Prefer experience using RDA, or AACR2. Evidence of recent coursework in cataloging and two years of experience as a professional librarian may substitute.
- Experience in the selection of library materials and knowledge of selection trends and issues.

### **CORE JOB DUTIES:**

- Oversee libraries technical services. Including creating original MARC records, copy catalog, and edit and load bibliographic records to the Integrated Library System (ILS) for print, non-print, and digital items. Supervises library assistants assigned to material processing.
- Carry out collection development and maintenance for all types of Young Adult materials.
- Work the public service desk providing reference and reader's advisory for patrons of all ages.
- Assist the Library Director in coordinating the Library's ILS (The Library Corporation) services to best assist our patrons and staff in utilizing library resources.

**TECHNOLOGY:** Excellent computer skills are required, including: Knowledge of subscription databases and common software packages; High-level Internet searching skills; Ability to teach people how to use e-books and other electronic resources.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrated public service orientation.
- Ability to understand and correctly interpret library policies and procedures.
- Highly developed verbal and written communication skills.
- Exceptional organizational skills. Ability to handle multiple tasks and coordinate priorities.
- Ability to work independently as well as in groups. Ability to establish and maintain a positive working relationship with other employees and the public.
- Ability to adapt to future organizational development changes.
- Continuing education through reading, research, education, training and involvement in professional organizations.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hand to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms, and to stoop, bend, reach, or collect items from floor level. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Requires own transportation and a valid Michigan driver's license.