



**Garden City Public Library**  
**31735 Maplewood St**  
**Garden City, MI 48135**  
**(734) 793-1830**



**[www.gardencitylib.org](http://www.gardencitylib.org)**

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## EMPLOYMENT OPPORTUNITY

### Position Summary

The Garden City Public Library is a Class 5 library with a service population of over 27,380. Our Library values providing excellent customer service through a wide range of programs and collections, in a welcoming and inclusive environment for visitors and staff.

The Adult Services Librarian contributes to advancement of the Library's Mission; performs the independent application of professional library techniques and procedures; assists the public in the use of the library and in locating and obtaining various materials; instructs and assists patrons with the library's electronic resources, catalog, Internet, and computers; maintains and develops the adult materials collections; plans, prepares, promotes, evaluates, and oversees the adult library programming; and gathers statistics on Library usage.

### Required Qualifications

Applicants for this position should possess:

- A Master's Degree in Library and Information Science (or the equivalent) from an ALA accredited university. *Persons actively pursuing an MLIS degree (or equivalent) may be considered.*
- Level 1 or 2 Professional Certification from the Library of Michigan preferred.
- Skill and competence at the Intermediate level or higher with computers and computer programs including, but not limited to, Microsoft Office (Word, Excel, and PowerPoint), Google Apps, Internet Explorer, and Integrated Library Automations Systems (familiarity with TLC CARL preferred).

### Benefits

Part-time employees of the Garden City Public Library receive Paid Time Off (PTO) and Holiday Pay prorated based on their normal work schedule.

### Compensation

Starting wage: \$20.00 per hour

### To Apply

The Garden City Public Library is an Equal Opportunity Employer which values diversity. All employment decisions are based on qualifications, merit, and the needs of the Library. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

To be considered for this position, applicants must send a completed application along with a resume and 3 references (person unrelated to the applicant) to: [apply@gardencitylib.org](mailto:apply@gardencitylib.org)

#### **GARDEN CITY LIBRARY BOARD**

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