



Leanna Hicks Public Library of Inkster

JOB POSTING

POSITION: Part -Time Librarian

WAGE/BENEFITS: \$19.00 to \$21.00 per hour (depending on qualifications) 14 paid holidays

STATUS: Part-time, 25 hours per week; schedule includes Saturdays and some evenings

REPORTS TO: Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Staff Reference Desk.
- Instruct patrons in the use of electronic library resources.
- Assist in collection development and maintenance.
- Create and prepare adult and children's programs.
- Preparation of monthly statistics and reports.
- Assist in maintaining the library's social media accounts.
- Other tasks as assigned by Director.

REQUIRED QUALIFICATIONS

- Master's Degree in Library Science/ Information Technology from an American Library Association accredited university/college.
- Effective oral and written communication.
- Expertise in utilizing and troubleshooting current technologies, and actively learning emerging technologies.
- Ability to prioritize special projects alongside routine work.
- Have at least two years' experience working in a library.
- Dedicated to pursuing professional development opportunities.

MINIMUM QUALIFICATIONS & PHYSICAL FUNCTIONS

- Desire to work with a diverse community.
- Ability to work independently while maintaining mission and objectives of the team.
- Proficiency in Microsoft and Google suites, specifically Excel and Sheets.
- Able to lift 25 pounds and push carts up to 200 pounds.
- Ability to sit, stand for long periods.
- Ability to bend, reach, stoop or crouch.

Resume and letter of application sent to jobs@inksterlibrary.org by Friday, November 1, 2024. will be given first consideration.