

Wayne Public Library



Employment Opportunity

Position: Part-Time Librarian OR Part-Time Library Aide
(candidates at either level will be considered)

Hours: Approximately 18-25 hours per week, including days, evenings, and weekends

Location: Wayne Public Library, 3737 S. Wayne Rd., Wayne, MI 48184

Responsibilities:

- Provide reference and readers' advisory service
- Plan and execute library programs (may include youth, teen, or adult events)
- Participate in collection development including evaluation, purchasing, and weeding
- Develop relationships with local community groups and schools
- Promote the library through various marketing channels and outreach
- Assist patrons with computers and other technology
- Assist with the general operation of the library, including opening and closing the building
- Maintain accurate records of expenditures within assigned budget areas
- Prepare and arrange displays
- Assist with special projects
- Other duties as assigned

Requirements:

- For Librarians, must have a Master's degree in Library Science from an ALA-accredited program or significant progress toward such a degree. For Library Aides, a college degree is preferred.
- Knowledge of current library theories and practices
- Reference, programming, collection development, and library experience preferred
- Experience working with children and/or teens preferred
- Enthusiasm and strong commitment to excellent public service
- Strong interpersonal, communication, and technology skills
- Strong organizational skills and attention to detail
- Ability to work independently

Wage: Librarian: \$20-26/hr; Library Aide: \$15-20/hr

To apply: Email a resume, application, and three professional references to jobs@cityofwayne.com.
Applications are available at
<https://www.cityofwayne.com/DocumentCenter/View/222/Application-for-Employment-PDF>

Alternatively, you may submit paper copies to:

City of Wayne Personnel Department
3355 S. Wayne Rd., Wayne, MI 48184

Applications received by December 15, 2023 will receive first consideration.

The City of Wayne is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.