

 **Updated Posting**

**June 8, 2015**

**Position Available: Full Time Librarian II**

**Head of Adult Services**

 **Main Library, Farmington Hills**

**Salary Range: $41,557 - $64,574**

**Fringe Benefits: Excellent**

**Please include your resume, application, which is located at** [**http://history.farmlib.org/library/pdfs/fclemploymentapp.pdf**](http://history.farmlib.org/library/pdfs/fclemploymentapp.pdf) **and answers**

**to the following questions:**

1. Given that we have two branches, what communication or miscommunication issues might arise?  Do you have ideas for facilitating a spirit of teamwork and camaraderie between department and branches?

2. What is your vision regarding the role of librarians in the community?

**Deadline for applications: June 17, 2015.**

**Interviews: June 23, 2015**

**Position Begins: July 6, 2015**

**Please send your resume, application and answers to questions to:**

 **Elyse Streit, Library Director**

 **Elyse.Streit@farmlib.org**

 **Farmington Community Library**

 **32737 West 12 Mile Road**

 **Farmington Hills, MI 48334**

 **Job Summary:**

Under the supervision of Senior Librarians and the Branch head or Assistant Director, the classification of employee has demonstrated mastery of the Library’s philosophy, policies, procedures and Public Service Values. Progressively more responsible assignments are undertaken. In some instances, the new assignments may have a Library-wide impact; other assignments may involve supervision of junior staff. This employee classification provides public services to children, young adults and adults. Such services include reader’s advisory, reference in print and electronic, and programming. The Head of a smaller department is classified as Librarian II. Continued experience and proven ability provide the opportunity for advancement to a Librarian III position, should one become vacant.

**Essential Duties/Responsibilities May Include:**

* Provides quick and accurate reference and reader’s advisory services to the public, using both print and electronic resources. Serves as referral by junior staff who are also responding to patron queries.
* Demonstrates knowledge of materials and library services, with a competency sufficient to direct and train both professional and assistant staff in these areas.
* Directs workflow; develops procedures; analyzes the effectiveness of a program, service or collection; and makes recommendations for changes or improvements.
* Develops curricula and assists patrons in learning to use the Library’s various electronic resources, including the Internet.
* Develops the scope of and provides Children’s and Adult programming, under the supervision of the Department Head. Children’s staff must become aware of the developmental ages of the child and the activities appropriate for each developmental stage.
* Develops programming format most meaningful to a changing community.
* Participates in collection development in assigned areas with responsibility for selection, weeding and promoting use of the collection through creation of bibliographies.
* Participates on the Library Web Development team by making referrals for sites to be included in the Library’s website. Assignments may also include more involved web development.
* Trains other staff to effectively use the Library’s Reference Collection and special collections.
* Participates on the Management Advisory Committee (MAC) to assist the Director in the development of policies and procedures, analysis of public use of the Library services and collections and resolution of problems.
* Supervises junior staff, including mentoring, training and evaluation of performance.
* Supervises a Library-wide service, program or activity.
* Serves as the Librarian-in-Charge of the building, when assigned. Must be knowledgeable about and able to make decisions in situations dealing with Library security, emergency procedures and conflict resolution.
* Serves as the Library Representative for community organizations or at professional association meetings.

**Minimum Qualifications:**

* Master’s Degree in Library and Information Science from a school accredited by the American Library Association.
* Professional certification as a librarian from the Library of Michigan.
* Four (4) years of progressively responsible library experience.
* Ability to convey, for purposes of training junior staff, the basic principles, concepts and methodology of professional librarianship in carrying out basic assignments, operations or procedures.
* Critical thinking skills, as applied to successfully answering reference inquiries.
* Knowledge of literature, current events, and general information found helpful in resolving reference inquiries.
* Effective oral and written communication skills.
* Professional attitude towards providing public library services to patrons.
* Familiarity with current technology, i.e., general computer literacy, knowledge of the Internet and other electronic sources of information.
* Ability to establish and maintain effective working relationships with other staff and supervisors, serving as a “model” of such behaviors for junior staff.
* Tactfulness and adaptability in dealing with other professional colleagues, the Board, staff and the public.
* Capable of representing the Library or the Director at local or professional functions.

**Physical Activity Requirements:**

*[Degree of physical demands (strength) usually associated with the essential functions of the job]*

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. The type of physical demands usually associated with the essential functions of this classification are: stooping, kneeling, crouching, reaching overhead and horizontally, handling, fingering, feeling, talking, hearing and seeing.

**Equipment Commonly Associated with this Job:**

Computer equipment plus peripherals, scanner, computer projector, telephone reception system, microform reader printers and office machinery, among others.

**Promotes to: Librarian III,** based upon superior performance as a Librarian II, at such time as an opening in the Librarian III classification becomes available.