

The Southgate Veterans Memorial Library is seeking a full-time, enthusiastic, and community service minded librarian to join our team. This position will apply professional library principles to support the library goal of offering information, materials, and programs to patrons of all ages. The ideal candidate is passionate about working with other professionals to provide service to the community as a whole.

The Librarian is, under supervision of the Library Director, responsible for supporting library operations. This includes, but is not limited to, planning programming, setting up and running events, looking up information, collection development, social media management, and preparing crafts. They will also assist the public with library services, including circulation, registration, library policies and procedures, use of library equipment, and technical support. They perform other tasks as required.

Employees in this class apply professional library principles and broad knowledge in a community public library setting. Work is performed under the general supervision of the Library Director with some latitude for judgment. However, they may be responsible for the operations of the library in the absence of the Director.

#### **Principal Duties and Responsibilities:**

- Performs collection development activities, following the dictates of the Collection Development Policy, through the selection of materials in a variety of formats.
- Participates in program development for all ages, working alongside other professional staff.
- Conducts and oversees programs for all ages, including, but not limited to, story times, book clubs, and summer reading activities.
- Provides information on library materials, facilities, rules, and services to library patrons, in person or electronically.
- Assists library users in the areas of readers' advisory, reference, internet use, or other electronic resources.
- May supervise paraprofessional employees such as library assistants or pages.
- Continues education through workshops, webinars, or conferences.
- Assists library staff as required, including circulation desk duties.
- Performs other related duties as required.

#### **Knowledge, Skills, and Abilities:**

- Knowledge of professional library principles, methods, materials, and practices.
- Ability to organize assignments and work both independently, and in cooperation with other staff.
- Knowledge of reader interest levels, and of books and authors.
- Knowledge of library reference materials, aids, and procedures.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to communicate effectively with staff and public.
- Ability to understand and perform routine library procedures.

- Ability to work with tact, courtesy, and a friendly attitude.
- Ability to maintain a regular work schedule, including some nights and Saturdays.
- Ability to follow detailed written and oral instructions.
- Proficiency with basic computer hardware and software (use of the Internet and social media, e-mail, search engines, Microsoft Office.)

### **Physical Demands**

- Frequent standing and walking; occasional balancing, bending, twisting, and stooping.
- Handling, processing, picking up and shelving materials, including kneeling to reach bottom floor-level shelf and reaching overhead to shelve books weighing several pounds.
- Sitting and computer keyboarding.
- Speaking and hearing; ability to use the telephone.
- Lifting and carrying up to 20 pounds.
- Pushing and pulling objects up to 60-80 pounds on a wheeled cart.

### **Other Requirements**

- Ability to comprehend and follow oral and written directions.
- Ability to effectively communicate questions, ideas and information.
- Time management skills sufficient to set priorities in order to meet assignment deadlines.
- Ability to recognize confidential data and keep it confidential.

### **Equipment Used**

- Computer, printer, barcode scanner, copy machine, fax, telephone.

### **Work Environment**

- Interruptions can be frequent. However, work is mostly performed in a relatively quiet library environment.

### **Qualifications**

1. Possession of a Master's of Library & Information Science degree.
2. Work experience in a public service setting is preferred.
3. Experience with youth and/or adult programming is ideal, but not required.

### **Position details**

1. Full time, 40 hours per week. Work will be completed between the hours of 9am and 9pm Monday through Friday, and between 9am and 5pm on Saturdays. This position will include working some evenings and weekends.
2. Compensation begins at \$41,749, with annual percentage and step increases for 5 years, and annual percentage raises beyond that.

3. Compensation includes medical, dental, and optical insurance, paid vacation and sick time, as well as matching contributions to retirement savings.
4. This is a union position; the successful candidate will automatically become a member of TPOAM Local 2018.

Applicants invited to interview will also be asked to provide a demonstration of their ability to prepare and present library programming. Please have ready for the interview:

- A short storytime, which you will be asked to perform (10-15 minutes, exact age group at your discretion)
- A brief outline for a school age (K-5) or teen age event
- A brief outline of an adult program

Applications are available at

<https://www.southgatemi.org/residents/employment.php>

Please send the completed application, along with cover letter and resume, to

Southgate Veterans Memorial Library  
14680 Dix-Toledo Rd.  
Southgate, MI 48195  
ATTN: Director