



Orion Township Public Library

Position Available
Head of Adult Services
Orion Township Public Library

Position: Head of Adult Services
37.5 hours/wk, including evening and weekend hours
Department: Adult Services
Salary: \$63,200 - \$79,000

Primary Job Duties:

Under the general supervision of the Library Director, performs a wide variety of professional librarian and supervisory duties associated with adult, teen, and senior programming, outreach, collection development and general library operations. Oversees and administers services for seniors, adults, and teens, starting with sixth grade.

Required Qualifications:

- Master's degree in Library Science from an ALA-accredited library/information sciences school
- Four years of professional librarian experience in a public library, supervisory experience recommended
- Ability to recruit, train, schedule and supervise the work of library staff members and volunteers, including the ability to handle sensitive personnel issues
- Ability to organize and prioritize continually changing tasks, while following through on long-term projects
- Knowledge of library materials, reference service, adult and teen literature, readers' advisory
- Ability to develop creative learning programs for teens (starting at sixth grade), adults, and seniors
- Very strong positive interpersonal skills, organizational, and time management skills
- Ability to conduct effective and efficient staff meetings and effectively communicate department and library-wide policies and services
- Ability to use good judgment, initiative and resourcefulness when dealing with employees and the public
- Emphasis in public service with strong ability to speak and write effectively
- Ability to research and write proposals for grants
- Ability to effectively use and teach current technology to patrons of all ages
- Ability to work both independently and as a member of a larger staff team
- Ability to contribute constructively to the management team of the library
- Interest in collaborating with other community organizations
- Interest in Lake Orion local history

Dates: Applications submitted by 5pm, Monday, January 22, 2024, will receive first review

Apply To: Joyce Becker
Orion Township Public Library
825 Joslyn Road
Lake Orion, MI 48362
248-693-3000

Electronic submissions accepted, send to: jbecker@orionlibrary.org

Please submit an application, cover letter, and resume. The link to apply is available at:

<https://orionlibrary.org/>.

This is an at-will position.

Orion Township Public Library is an Equal Opportunity Employer.