

**Position:** Adult Services Librarian

**Reports to:** Information Services Coordinator

**Salary:** \$42,000 - \$52,000, DOE

**Benefits:** Medical, dental, vision, and life insurance; sick & vacation time; defined contribution plan

**Hours:** Full-time, 40 hours per week including some nights and weekends

**Primary Accountability:**

Responsible for providing reference and readers' advisory services to the public, collection development, programming, and community outreach to support library services to patrons.

**Primary Responsibilities and Duties:**

- Responsible for providing reference and readers' advisory to the public
  - Assists patrons with locating and utilizing library materials at the reference desk
  - Provides readers' advisory to patrons and recommends materials based on patron's expressed interests
  - Stays informed about current literature
  - Instructs and assists patrons in the use of various technologies, library online platforms, and eResources
  - Assists patrons with the internet and common software and hardware issues relating to library equipment
- Responsible for collection development in assigned areas
  - Purchases materials for the library based on the library's collection development policy
  - Uses professional review journals and patron requests when considering material
  - Weeds and maintains assigned collections on an annual basis
  - Considers patron donations for collection
  - Develops bibliographies and suggested reading lists for patrons
- Responsible for coordinating and presenting programs for patrons
  - Schedules and plans programs for patrons on a monthly basis
  - Maintains ongoing programs like book discussion groups and crafting programs
  - Maintains events calendar and existing portions of the library website page in the form of blogs
  - Partners with local organizations and businesses to hold programs off-site
- Responsible for professional development
  - Maintains skills and professional knowledge through continuing education, professional literature, and associations
  - Carries out various projects, including grant writing, committee work, special programs, and any related work as required

**Desired Qualifications:**

- MLS/MLIS from an ALA accredited school required
- Strong organization skills and attention to detail, ability to organize work, and set priorities
- Level 1 or 2 Professional Certification from the Library of Michigan
- Strong computer skills and experience in Microsoft 365 (SharePoint, Teams, Office, OneDrive) and other library-related applications
- Excellent verbal, written, and interpersonal communication skills
- Dedication to public services and providing excellent customer service
- Must be flexible and have the ability to multi-task and work independently as well as part of a team
- Enthusiastic, positive, friendly, self-motivated, and approachable
- Successfully pass a background check & pre-employment screening

**How to Apply:**

Send resume, cover letter, and completed application (available at [www.ahplibrary.org](http://www.ahplibrary.org)) to Lindsey Ellison, Information Services Coordinator at [ellisonl@ahplibrary.org](mailto:ellisonl@ahplibrary.org). Applications received by January 29, 2025, will receive first consideration.

*Auburn Hills Public Library is an Equal Opportunity Employer.*