



**JOB TITLE:** Branch Librarian – Forest Township/Otisville  
**REPORTS TO:** Branch Operations Manager  
**CLASSIFICATION:** Non-Exempt; Union position  
**HOURS:** Full-Time (40 hours per week) Mon 10-6; Tues, Wed, Thurs 12-8  
Fri closed; Sat 9-5; Sun closed  
**Salary:** \$24.50/hr.  
**Deadline:** Until Filled

The Genesee District Library is seeking a full-time, energetic, team-oriented Branch Librarian with a strong commitment to serving the public.

We are the third largest library system in Michigan and an award-winning system of 19 branches. We are in the lower peninsula and have over 120 employees. GDL offers full time employees a Health Care Savings Program (HCSP), 403(b), 401(a) and 457 Supplemental Savings.

**Responsibilities include:**

Manage the operations of the branch and meet the needs of our patrons.

Supervise staff assigned to the branch and keep them updated with new procedures.

Answer reference questions and provide adequate information to patrons.

Partner with area schools and other agencies to promote collections and services offered to children and young adults.

Build strong community bonds by working with community leaders.

Handle patron complaints with good judgment.

Selecting and ordering books for the branch.

Market the library by developing and/or assisting with public service-oriented programming.

Prepare required reports to the Branch Operations Manager monthly.

Lifelong learner with an interest in new library services and trends.

**Requirements for the position include:**

Master's Degree in Library or Information Science from an American Library Association accredited library school.

A minimum of a Level 2 certification by the Library of Michigan within ninety (90) days of hire.

Strong proficiency with electronic databases, Microsoft Office applications, social networking sites and mobile technology.

Ability to get along with diverse personalities and populations.

Ability to work as a team or independently within a fast-paced environment.

**Will be required to:**

Work a flexible schedule, including evening and weekend hours, around programs and events.

**Work Environment:**

The location of the work site is in Otisville, MI located in Genesee County. The noise level in the work environment is usually quiet and work is performed indoors.

**SPECIAL REQUIREMENTS:**

Possession of a valid driver's license and must have insured vehicle for use on Library business.

*The responsibilities and requirements listed above are not an exhaustive list of all that will be expected of this position; however, it is met to identify the general criteria for a Branch Librarian position.*

The Genesee District Library is an Equal Opportunity Employer.

To apply for this position, send your resume to:

Genesee District Library

<https://www.thegdl.org/employment-opportunities/>