

## **Plymouth District Library - Job Posting**

<u>TITLE</u>	Librarian - Adult Services Part-time (24 hrs/wk)
<u>SALARY</u>	\$20.00 - \$21.78 per hour Pro-rated vacation, sick-time
<u>DESCRIPTION</u>	Regular duties include reference and readers advisory service to adults and children. Librarians also assist patrons using the online catalog, electronic resources, internet computers, copiers, and print management system. Librarians are assigned responsibility for collection development in designated areas, and/or particular services such as cataloging, gifts and memorials, and outreach. Librarians may also plan and facilitate library programs for the public and contribute to the library's online presence.
<u>REQUIREMENTS</u>	<p>Must have strong public service attitude</p> <p>Must have a basic knowledge of public library programs, sources, services, collections, and equipment</p> <p>Must work effectively with the public – all ages - and other staff members.</p> <p>Experience with integrated library systems and searching electronic resources is required.</p> <p>Excellent verbal and written communication skills.</p> <p>Flexibility in scheduling is required. This position includes regular evenings and weekend assignments throughout the year.</p>
<u>QUALIFICATIONS</u>	MLS or equivalent from ALA accredited library school Experience providing direct customer service
<u>COVER LETTER AND RESUME TO</u>	Robyn Lowenstein <a href="mailto:humanresources@plymouthlibrary.org">humanresources@plymouthlibrary.org</a>  Plymouth District Library 223 S. Main Street Plymouth MI 48170-1687
<u>DEADLINE</u>	August 16, 2013