



POSITION OPENING

POSITION:	Adult Services Librarian
DUTIES:	<p>Developing and maintaining the library collection, providing educational and instructional services</p> <p>Promote new and existing library materials, resources, and services in person and through print, web, and other media.</p> <p>Provides and responds to in-depth readers' advisory, informational and specialty service questions.</p> <p>Attends and participates in professional library conferences, seminars, and network committees; reads professional literature; attends and participates in staff meeting discussions.</p> <p>Assists library patrons at reference desk.</p> <p>Perform other duties as assigned.</p>
LOCATION:	<p>Graubner Library</p> <p>65821 Van Dyke, Washington MI 48095</p>
QUALIFICATIONS:	<p>Master's Degree in library science from an ALA-accredited graduate program.</p> <p>Skill and application and interpretation of library policies and procedures</p> <p>Strong communication and public relations skills.</p> <p>Positive public service orientation; must have ability to work pleasantly with the public.</p> <p>Knowledge of and experience with computers, social media and graphics.</p> <p>Dependable work habits; attention to detail; ability to work quickly and accurately; reliability; flexibility.</p>
RESPONSIBLE TO:	Operations Manager
SALARY:	\$17.18 - \$19.08 per hour
HOURS:	20-29 hours/week includes day, weekend and evening hours
SUBMIT:	Letter of interest, completed job application, three professional references and resume.
APPLY TO:	<p>William Blevins, Operations Manager</p> <p>Romeo District Library, Graubner Branch</p> <p>65821 Van Dyke</p> <p>Washington, MI 48095</p> <p>william@romeodistrictlibrary.org</p>
APPLICATION DEADLINE:	Open Until Filled