

POSITION OPENING

POSITION: Children's Services Librarian

DUTIES: Knowledge of current library theories and practices to assist patrons in locating materials, obtaining information, and making effective use of library resources and services
Research and answer reference questions
Perform reader's advisory work to assist patrons in the selection of books and other materials
Participate in general collection management
Plan, schedule, and present general programs
Interact and work effectively with customers, supervisors, co-workers, and volunteers
Communicate effectively in person and in writing
Operate computers including use of databases, word processing software, spreadsheets and other office applications
Work under short time constraints to meet deadlines
Interpret and follow policies and guidelines
Must be available for flexible work schedule as needed
Perform other duties as assigned

LOCATION: Graubner Library
65821 Van Dyke, Washington MI 48095

QUALIFICATIONS: Master's degree in Library Science from an ALA accredited program or the equivalent combination of appropriate course work in Library Science and library related experience.
Six months to one year of progressively responsible related experience preferred.
Knowledge of all computer applications and hardware related to performance of the essential functions of the job.

RESPONSIBLE TO: Public Services Manager

SALARY: \$17.18 - \$19.08 per hour with benefits

HOURS: 40 hours/week includes day, weekend and evening hours

SUBMIT: Letter of interest, completed job application, three professional references and resume.

APPLY TO: John McNaughton, Director
Romeo District Library, Graubner Branch
65821 Van Dyke
Washington, MI 48095
john@romeodistrictlibrary.org

APPLICATION DEADLINE: Open Until Filled