

**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:** Operations Manager

**SALARY:** \$18.00 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:** William Blevins, Operations Manager  
Romeo District Library, Graubner Branch  
65821 Van Dyke  
Washington, MI 48095  
william@romeodistrictlibrary.org

**APPLICATION DEADLINE:** Open Until Filled