



Position Opening

POSITION: Part-time Librarian

DUTIES:

- *Have knowledge of current library theories and practices
- *Research and answer reference questions
- *Perform reader's advisory work to assist patrons in the selection of materials
- *Work with patrons in Adult, Teen, and Children's Services
- *Interact and work effectively with customers, supervisors, and co-workers
- *Participate in collection management under supervision of the Operations Manager including: collection evaluation and development; selective weeding
- *Assist with general operation of the library, including helping opening and closing building
- *Preparing and arranging displays
- *Communicate effectively in person and in writing
- *Operate computers including; use of databases; word processing, spreadsheets and other office applications, Zoom, etc.
- *Work under short time constraints to meet deadlines
- *Interpret and follow policies and guidelines.
- *Must be available for flexible work schedule as needed
- *Assist with programs for all ages
- *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 coursework in Library Science and library-related experience
- *Demonstrated knowledge of principles and practices of library science and technology and their application to the use of reference

tools, book selection, criteria and methodology; and common library resources

*Dependable work habits; attention to detail; ability to work quickly and accurately; reliability; flexibility

*Knowledge of all computer applications and hardware related to performance of the essential functions of the job

*Lift and carry objects up to 50 lbs.

RESPONSIBLE TO: Operations Manager

SALARY: Minimum \$20.50 per hour

HOURS: up to 29 hours per week; includes day, weekend, and evening hours

SUBMIT: Letter of interest, completed job application and resume to:

Claire Meeker, Director
Romeo District Library
65821 Van Dyke
Washington, MI 48095
claire@romeodistrictlibrary.org

Accepting submissions through Friday, April 12, 2024.

www.romerodistrictlibrary.org