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