

Harper Woods Public Library

Adult Services Librarian

Classification: Part-time; non-exempt, At-will Employment
Probationary Period: Six months
Hours: 7.5 – 24 (max)
Scheduling: Includes weekdays, evenings and weekends; split shifts may be required
Work shifts are typically 8 hours including ½ hour of unpaid meal time; starting and ending times will vary each day depending on the library's scheduling requirements

Position Summary

Under the supervision of the Director, the Adult Services Librarian is responsible for assisting in planning and promoting programs, staffing the reference desk. The Adult Services Librarian also represents the library at appropriate library cooperative meetings, participates as a liaison to suitable community groups and performs administrative duties as assigned by the Director.

Job Responsibilities

- Assist in the organization of archival materials in the Heritage Room, which serves as the City's archive
- Assist in the development and maintenance of the adult collection in cooperation with other
- Provide professional reference service predominantly in adult services but in all areas of the building as is necessary
- Assist in the creation and distribution of promotional materials, both digital and physical
- Act as a stand in at the Circulation Desk when necessary
- Provide technological assistance to patrons in the computer area
- Contribute to the coordination and execution of events for the adult department
- Help patrons place holds for materials through the Suburban Library Cooperative or the Statewide MeLCat systems

Other Duties as Assigned

Qualifications:

- MLIS Degree, or currently enrolled in Master's Program
- Capability to organize work and perform multiple tasks with minimal supervision
- Capability to handle confidential information in an appropriate and secure manner
- Proficiency with professional office computer applications, including word-processing, spreadsheets and public relations software
- Familiarity with various technology hardware and software, including computers, computer peripherals and e-Book reader equipment
- Enthusiastic and positive public service orientation