



NOTICE OF POSITION OPENING

Highland Library is seeking a full-time librarian to join our Adult and Teen Services team. Responsibilities will include customer service, technology assistance, programming and collection development. The library offers quiet study and group study rooms, as well as a fireplace area beside a balcony that overlooks Downey Lake. A 10-year millage renewal+increase was approved in August, 2018.

Position:

Librarian I 37.5 hours per week full time, two evenings/week, alternate Saturdays.
Adult Services, Full-time Full time benefits: holidays, health insurance; After one year: vacation, sick leave, and enrollment in defined contribution pension plan.

Salary Range: \$18.75 per hour starting wage; annual step increases to \$23.72 per hour.

Job Goal: As part of Adult Services Team, provide efficient and friendly information service, including reader's guidance, technology assistance, outreach and programming. Participate in collection development and help patrons access online and physical resources in order to fulfill the Library's mission to enrich, inspire and empower our community.

Primary Job Duties:

- * Foster a pleasant and inviting atmosphere
- * Provide and promote effective information and reader's advisory services
- * Participate in collection development and maintenance
- * Plan, promote and implement library services and programs for adults, including off-site events or services in collaboration with other organizations
- * Assist and instruct patrons in use of the library and its resources in all formats, including technology support and instruction in use of download services
- * Prepare bibliographies, lists and indexes, in varied formats, for marketing and reader guidance
- * Plan and organize workflow as a part of the Adult & Teen Services Departments and Library as a whole
- * Other duties as assigned

Job Requirements: Applicant should possess many of the following qualifications:

- * MLS or equivalent from an ALA-accredited library school
- * Friendly, positive public service orientation
- * Ability to plan and implement effective reference and reader's advisory services
- * Ability to develop and implement adult programming
- * Ability to work effectively with patrons of all ages and in cooperation with other library staff
- * Strong interpersonal, communications, organization and planning skills
- * Proficiency with information technology and desktop and mobile devices, including experience with popular software, electronic resources and library systems
- * Knowledge of social media and ability to market library to the community
- * Knowledge of library practices or public library experience, incl. collection development, preferred
- * Ability to lift/push/carry materials weighing up to 40 pounds

Submit Resume To:

jude halloran, Director
Highland Township Public Library
444 Beach Farm Circle, Highland, MI 48356

Application Deadline:

Apply by 5 p.m., December 29, 2018, for first consideration.

Highland Township Public Library is a member of The Library Network and a shared automated library system (CARL.) We are located ten miles east of the US-23 Hartland exit, twenty-five miles west of Pontiac, on the north side of M-59, east of Milford Road. The Highland Library is an equal opportunity employer. For further information please call 248-887-2218 or contact jhalloran@highland.lib.mi.us.