

JOB TITLE: Librarian – (Part-time)

DEPARTMENT: Adult Services, Young Adult, Youth Services

LOCATION: Main Library, Westacres Branch

JOB SUMMARY: The part-time Librarian performs a variety of professional and public service duties pertaining to the provision of reference and readers' advisory services, instruction in eMedia resources and other technology related services, programming, outreach and collection development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides reference service to the public by using reference interviews to assess specific needs and then providing relevant, timely information.
2. Provides assistance and guidance in using library resources and related technology, including the online catalog/discovery platform, print, media and digital collections, electronic resources, the Internet, etc.
3. Provides readers' advisory assistance to the public, which may include the development and maintenance of suggested reading lists in print and/or electronic format.
4. Develops, conducts, publicizes and evaluates innovative and creative programs for the public as it relates to the assigned department. For youth programming, must be aware of child development stages and utilize appropriate developmental activities within programs.
5. Assumes responsibility for collection development of print, media and electronic materials, maintenance and marketing in designated area(s) of the collection. Analyzes user needs, interests, hold lists, popular topics and other measures to determine future directions of the collection. Responsible for budget expenditures in designated area(s) according to established procedures.
6. Takes a role in ensuring the completion of strategic plan and marketing initiatives for the department.
7. Contributes to the vitality of the Library's website, social media presence, eTexts and eNewsletters on a regular basis by providing content for designated collection areas, services, resources and programs.

8. May develop and conduct outreach programs/efforts to organizations and institutions in the community through presentations, book talks, book discussions, podcasts, story times, instruction on resources, tours, information about services and collections, resources, programs and Library-related pop culture items in all formats as it relates to the assigned department.
9. Assists library users with computers, printing, software, scanning, photocopies, faxes, wireless access and any other technological services provided by the Library.
10. Provides instruction and support for patrons' use of eMedia resources including eBooks, eAudiobooks, digital collections and subscription services. May be assigned one-on-one sessions with users.
11. Assists in online marketing and the creation of handouts, bibliographies and specialized publicity materials to distribute to children, parents, grandparents, caregivers, teachers, seniors, community partners and other market segments in the community as it relates to the assigned department.
12. Develops marketing and learning displays for youth portal, display cases, library display units and other areas within the library as it relates to the assigned department.
13. Exercises professional responsibility by maintaining membership in the state library organization, attending conferences and workshops, reading professional literature and keeping abreast of legislation, best practices, issues, trends and research in the profession.
14. Serves on library-wide or departmental committees.
15. May perform basic circulation tasks when required for effective customer service. This is particularly relevant at the Westacres Branch.
16. Contributes to a positive working environment and organizational unity by communicating with peers and supervisors throughout the library.
17. Maintains positive and proactive customer service behavior at all times.
18. On occasion may serve as librarian-in-charge of the department/facility as needed. Must be knowledgeable about and able to make decisions dealing with library security, policy, emergency procedures and conflict resolution.
19. Other duties as assigned.

DESIRED QUALIFICATIONS:

1. MLS or equivalent from an ALA accredited library school.
2. Relevant public library experience required.
3. Demonstrated competency with information technology including eMedia, electronic resources, online catalogs, the Internet, social media sites, mobile devices, etc.
4. Ability to deal effectively with the public in a tactful, courteous manner.
5. Excellent verbal, interpersonal and written communication skills.
6. Confidence in public speaking.
7. Experience in programming and information literacy and computer skills instruction.
8. Knowledge of current and popular titles and authors, and able to make recommendations and suggestions in various media.
9. Experience working with children and demonstrated knowledge of child development stages preferred for youth services.
10. Demonstrated ability to use office productivity software, such as Microsoft Word, PowerPoint, Excel and Google Workspace. Additional experience with other software programs preferred.
11. Ability to work with minimum supervision.
12. Strong organizational and time management skills.
13. Ability to promote and maintain effective relationships with other staff and to work in a team environment.
14. Regularly reads and monitors mainstream and professional print and electronic media.
15. Flexible in availability for scheduling.
16. Positive service attitude.
17. Valid Michigan driver's license.

PHYSICAL ACTIVITY REQUIREMENTS:

(Degree of physical demands (strengths) usually associated with the essential functions of the position)

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. Light Work usually requires walking and standing to a significant degree. The type of physical demands usually associated with the essential functions of this classification are: stooping, kneeling, crouching, reaching overhead and horizontally, handling, fingering, feeling, talking, hearing and seeing.

REPORTING RELATIONSHIPS:

At Main Library:

This position reports to the Coordinator of Adult Services or the Coordinator of Youth Services, depending on the assigned department.

At the Westacres Branch:

This position reports to the Branch Manager.

There are no day-to-day supervisory responsibilities associated with this position; however, may provide direction to substitute librarians, circulation assistants, computer assistants, monitors, and volunteers as needed.