



LIBRARIAN I (ADULT SERVICES) Position Description

Reports to:	Head of Adult Services
Schedule:	Full time, 40 hours per week. Flexible schedule to include days, nights and weekends.
Salary:	Starting at \$23.87 per hour
Union Position:	Westland Library Union SEIU Local 517M (Non-Supervisory)
Benefits:	Vacation leave, personal leave and paid holidays. Employer provided contribution to retirement (401a) after meeting service requirements. Health, dental and life insurance. Reimbursement for vision expenses.

SUMMARY:

Under the direction of the Head of Adult Services, the Librarian I is responsible for providing reference, readers' advisory, programming, technology assistance and collection development services to patrons of all ages. Plans, promotes and implements library services and programs for adults, including off-site events or services in collaboration with other organizations. Selects, evaluates and maintains library collection in assigned areas. Assists patrons in the use of popular computer programs, mobile devices and electronic resources including databases, ebooks, audiobooks, downloadable music, downloadable magazines, streaming media, and online courses. Provides back up support to other departments as needed. Works with staff throughout the library on projects that enhance the library's image in the community.

DUTIES AND RESPONSIBILITIES:

1. Provides reference, readers' advisory and technology assistance to the public
2. Plans and presents programs, classes, displays and exhibits.
3. Develops outreach and partnership opportunities that meet the needs of the community.

4. Assists and trains patrons in using the library's online services, self-checkout stations and other equipment.
5. Moves through the library regularly to assist patrons with their information needs.
6. Performs basic troubleshooting of library equipment, computers and related software.
7. Creates bibliographies, user guides, displays, promotional materials and blog posts to spotlight adult collections, services and programs.
8. Enforces library policies using a polite and professional approach.
9. Participates in grant writing and other fundraising activities.
10. Contributes to newsletter, website, social media and other forums to promote the library.
11. Compiles, reviews, and/or interprets statistical data.
12. Serves on workgroups/committees and participates in initiatives as assigned, both within the library and with community organizations.
13. Accepts special assignments or duties in support of the library's goals and objectives.
14. Performs other duties as assigned by the department head.

EDUCATION AND EXPERIENCE:

- Master's Degree in Library or Information Science from an ALA-accredited program completed within one year of hire.
- 1-2 years professional experience in a public library, preferably in reference, programming, technology instruction and collection development.
- Professional certification from the Library of Michigan required within one year of hire.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work effectively with a diverse public including adults, children and teenagers.
- Serves patrons with politeness, courtesy, and tact.
- Strong attention to detail and accuracy.
- Strong knowledge of popular reading materials, reference tools and electronic resources.
- Ability to work under stress, frequent interruptions, and changes in work priorities.
- Excellent communications and interpersonal skills with staff and the public.
- Works independently and takes initiative to successfully complete duties.
- Good knowledge of library operations, policies and services including an understanding of and adherence to fundamental principles of open access to library materials and the privacy rights of patrons.
- Demonstrated proficiency with computers and Internet applications, mobile devices, library automated systems (Sierra preferred), social media, content management systems and library and online resources.
- Strong online searching and information evaluation skills.

- Experience teaching technology such as eReaders, tablets, smartphones, online databases, etc. in a group/and or one-on-one environment.
- Ability to work cooperatively with library staff in a team environment.
- Ability to operate a variety of standard office equipment.
- Enthusiasm for learning and adapting to new ideas and technologies.
- Be sensitive and responsive to evolving community needs and aspirations.
- Ability to provide innovative and traditional programs.
- Stay current with changes in library services.
- Ability to maintain a calm demeanor, ensure safety and respond to emergencies.
- Valid Michigan driver's license.

PHYSICAL REQUIREMENTS:

- Physical ability to push/pull fully loaded book carts weighing up to 200 lbs., retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 40 pounds.
- Ability to sit, stand, and walk for long periods, and the ability to bend, reach, stoop, or crouch.
- Sufficient clarity of speech and hearing which permits the employee to communicate in writing and verbally.
- Sufficient vision which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

As a condition of employment, the successful candidate must pass a background check and pre-employment physical.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. The details herein are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. The library reserves the right to revise this job description at its discretion.

JR 7/3/24