

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
EMPLOYMENT OPPORTUNITY AVAILABLE

Bloomfield Township Public Library is looking for an experienced Librarian committed to high quality library service to join our team. The Library serves a community of 41,070 people and has a \$6.9 million annual operating budget. There is strong community support for the Library and the collections, services, and programs it offers. The successful candidate will have a strong commitment to provide quality public service and the desire to work in a collaborative team environment.

POSITION TITLE: Librarian – Grade 05

DEPARTMENT: Adult Services, reporting to Department Head

RESPONSIBILITIES: Provides positive, proactive, professional service to the public at the Adult Services desk. Participates in the selection, development, and evaluation of collections in the Library. Creates and presents book talks to various groups in the community. Coordinates the promotion of various Adult Services collections by preparing bibliographies, guides, and website postings. Conducts classes, presentations and programs for the public. Assists patrons with downloading electronic resources. Other duties as assigned.

REQUIREMENTS: **Minimum:** ALA-accredited Master's degree in Library and Information Science. Familiarity with Windows-based computers; knowledge of the Internet and database searching and experience with downloadable resources. Strong desire to provide public service. Ability to work in a team environment with staff and the community. Excellent communication, interpersonal and public relations skills to work effectively with staff and library users. Ability to lift, push, and/or pull at least 20 pounds. Ability to visually review materials and discern voice and audible tones.

Desired: Professional Library experience on a service desk in a public library. Excellent and proven Reader's Advisory skills. Experience marketing library collections and services to patrons. Familiarity with SelectReads or other promotional resources.

HOURS: Full-time, 37.5 hours per week, including evenings and weekends on a flexible basis.

WAGE & BENEFITS: \$20.75 per hour, increasing to \$21.25 per hour upon successfully completing a 3 month orientation period. Benefits include paid leave time such as vacation, sick, holiday and emergency time. Health, dental and optical insurances, term life and disability income insurance provided. Eligible for deferred compensation and other voluntary benefits. Opportunity to participate in professional development.

APPLICATION DUE: Please submit **application**, **cover letter** and **resume** by Friday, October 7, 2016. Application may be found on the Library's website at www.btpl.org.

TO: Careers
Bloomfield Township Public Library
1099 Lone Pine Road, Bloomfield Township, MI 48302
(248) 642-5800 Email: careers@btpl.org

Bloomfield Township Public Library champions the power of words to spark discovery and imagination.
To learn more about us, visit our web site: www.btpl.org

ADULT SERVICES LIBRARIAN TYPICAL WORK WEEK'S TASKS

A typical work week for the Adult Services Librarian **may** include:

- review and select new titles to order for the fiction and nonfiction collection using professional journals, such as *Library Journal* and *Booklist*.
- collection development in specific Dewey or genre categories
- respond to in-depth reference question received via email
- answer patron questions about an upcoming novel by a bestselling author
- explain Library Policies to patrons
- prepare brochure-style bibliography of materials and web sites related to a popular subject
- identify worn or lesser-circulating titles to be withdrawn from the collection
- explain Library procedure regarding holds
- instruct patron in use of Innopac library catalog
- suggest additional titles for patron in romance genre
- assist patron in use of Optelec, magnifying reader
- prepare display of Library materials
- help patron evaluate results from Internet search on public access computers
- conduct evening classes for adults on resources available on the Internet
- assist colleague with an in-depth or hard-to-find reference question
- consult with Monitor regarding disruptive patrons
- answer telephone inquiries for materials, locate items and place on hold shelves
- oversee pages and clerical assistant in absence of immediate supervisor
- assist patron in use of microfilm reader/printer
- assess book donation using established criteria for potential value relative to collection
- teach a computer class
- create a new bibliography and post it on BTPL website
- create content for BTPL website
- meet with local community groups and present a program or book talk
- provide Library tour
- instruct patron in use of electronic devices
- act as Senior In Charge