



## **EMPLOYMENT OPPORTUNITY**

Bloomfield Township Public Library is looking for an enthusiastic, energetic librarian committed to high quality public library service. Bloomfield Township Public Library is a class V library with a service population of 44,000+ people and has a \$7.9 million annual operating budget. There is strong community support for the Library, its collections, services and the programs offered. The Library promotes inclusivity in the diverse collections and programs available to all ages and abilities. Technology is integrated into library services. 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

**DEPARTMENT:** Adult Services, reporting to Department Head

**HOURS:** Part-time, 20 hours weekly. Includes evenings and weekends on a flexible basis.

### **WAGES & BENEFITS:**

\$26.95 per hour, increasing to \$27.33 per hour upon successfully completing a 90-day orientation period. Paid time-off benefits include vacation, sick, personal business, holiday, and emergency time. Term life and disability income insurance, as well as an employee assistance program (EAP). Eligible for deferred compensation and other voluntary benefits. Professional membership and opportunities to participate in professional development are also available.

### **REQUIREMENTS:**

#### **MINIMUM:**

- Masters in Library and Information Science from an ALA-accredited program.
- Serious commitment to providing superior quality public service to patrons of all ages and abilities.
- Ability to lift, push, and/or pull at least 20 pounds; ability to visually review materials and discern vocal and audible tones, with accommodations as needed.
- Proficiency in modern computing environments, both desktop and mobile.
- Knowledge of current trends and practices in public libraries.
- Ability to work effectively with staff and volunteers in a collaborative environment.
- Ability to create, promote, and execute programs that reflect the interests and needs of the community.
- Broad knowledge of literature, media, and other materials found in the library's collections, as well as in the culture at large.

#### **DESIRABLE:**

- Previous experience working with the public on a library service desk or in an equivalent environment.
- Expertise with Microsoft Office365.
- Familiarity with social media platforms, Canva, and WordPress content management.
- Experience planning, promoting, and presenting programs.
- Facility with selection, budgeting, and deselection of materials.

**RESPONSIBILITIES:**

- Provide positive, professional service to the public.
- Plan, promote, and conduct programs.
- Provide reference and readers advisory service to library users.
- Participate in the selection, development, evaluation, and de-selection of adult print, non-print, and electronic resources.
- Instruct patrons in the use of the library catalog, downloadable materials, and other library technology.
- Other duties as assigned.

**APPLICATION:** Due Sunday, November 12, 2023.

Your application must include:

- A resume
- A cover letter
- A completed library application form

The application is available on the Library's website at <https://btpl.org/employment/> or at the Welcome Desk inside the Library building. Applications may also be delivered to the Library in person.

Careers  
Bloomfield Township Public Library  
1099 Lone Pine Road  
Bloomfield Township, MI 48302  
248-642-5800  
Fax: 248-258-2555  
[careers@btpl.org](mailto:careers@btpl.org)

*We spark curiosity and imagination by connecting the community  
to resources, technology, and support.*

*For more information about the Library, visit our website at [www.btpl.org](http://www.btpl.org)*

Bloomfield Township Public Library provides equal employment opportunities to qualified persons without regard to race, color, sex, sexual orientation, religion, national origin, political views, age, disability, marital status, height, weight, or any other prohibited basis.