



## JOB POSTING

### CLINTON-MACOMB PUBLIC LIBRARY

### PART-TIME ADULT SERVICES LIBRARIAN

**Position:** Part-time Adult Services Librarian

This person provides professional library information services and life-long learning opportunities to primarily adults. Such services include reader's advisory, reference services and programming. This person will be based at the Main Library, but be expected to work at all three library locations as well as out in the community. This person will report to the Head of Adult Non-Fiction.

**Salary:** \$25,800 per year (\$32,220 current maximum based on a 10-step scale)

**Schedule:** 22.5 hours a week, including some evening, Saturday and Sunday hours

**Benefits:** Pro-rated benefits (short and long-term disability, life insurance, 3 weeks of vacation, sick leave, standard holidays, 401A defined compensation retirement plan after one year; eligible to purchase medical/dental/vision insurance at own expense).

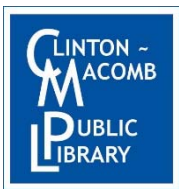
**Optional:** 457B retirement plan and flexible spending account.

#### Primary Job Duties:

- Provides professional reader's advisory and reference services
- Assists customers in use of the library and its print and electronic resources including helping customers with personal electronic devices
- Prepares bibliographies or information resource guides and keeps them current
- Participates in collection development as assigned
- Plans, promotes and runs programs targeted towards adults and seniors
- Occasionally participates in outreach opportunities outside of the library
- Promotes and markets the library's collections, programs, and initiatives in coordination with the Head of Community Relations, Marketing and Development
- Works independently within the broad guidelines set by library policies and the Library Director
- Participates in planning library objectives and services
- Motivates, establishes and maintains effective working relationships with coworkers, supervisors, volunteers, other community agencies and the public
- Assumes responsibilities for supervision of personnel and facilities in the absence of senior staff
- Serves as staff member in charge one Sunday per year
- Maintains awareness of new developments and trends in the field through professional journals, workshops, conferences, etc.
- Prepares for emergencies and helps maintain a safe work environment
- Responds to calls from alarm system monitoring firm as necessary
- Performs related duties as required

#### Required Qualifications:

- Master's degree in library science from an ALA-accredited library school
- Delivers consistently friendly, attentive, welcoming, high quality customer service



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- Knowledgeable about the philosophy and techniques of public library services
- Demonstrated knowledge of library materials and resources including popular reading materials and genre collections
- Embraces change in work environment, procedures and services
- Able to understand and carry out oral and written instructions
- Able to prioritize duties and tasks; work independently and assume responsibility
- Is highly responsive and has clear oral and written communication skills
- High energy, self-motivation to create and embrace new services
- Awareness of new developments and trends in public libraries and the community
- Full range of internet skills and experience
- Able to troubleshoot library technology in coordination with head of IT
- Good typing skills
- Good organizational skills
- Knowledge of English language, spelling and arithmetic
- Background check required prior to placement

#### Mental Requirements:

- Is accurate
- Able to maintain confidentiality of library records and administrative matters
- Is flexible, works under short time constraints, and meets deadlines
- Able to interact and work effectively with customers, supervisors, co-workers, contractors and volunteers
- Able to interpret and follow policies and guidelines

#### Physical Requirements:

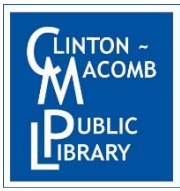
- Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; spreading ice melt
- Standing or sitting for periods of time
- Writing or typing to complete work forms

Process: Deadline for applications: Monday, June 12, 2017, 5 p.m.  
Interviews anticipated: June 19-22, 2017  
Decision anticipated by: June 23, 2017  
Target starting date: July 10, 2017

Apply to: Kathy Champieux, Head of Adult Non-Fiction  
[kchampieux@cmpl.org](mailto:kchampieux@cmpl.org)

#### Items to submit (in a single PDF file):

1. Cover letter
2. Resume
3. Answers to the following questions on the following page of this posting
4. [CMPL Job application](#) (not required for current employees)



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- Describe three programs targeted at adults that you would propose to complement what is already being offered at CMPL.
  
- Imagine you are about to retire. What professional accomplishments or attributes would you hope to be recognized for at your retirement party?
  
- Provide two examples of when you were a participant in workplace change – one when the change was managed well and one when it was not and your thoughts about both experiences.

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. This is an at-will position.

The Clinton-Macomb Public Library is an equal opportunity employer. All decisions affecting employment shall be made without regard to an individual's race, color, religion, marital status, familial status, family responsibilities, veteran status, age, sex, sexual orientation, gender identity, height, weight, national origin, disability or other classification protected under federal, state or local law.