

# JOB POSTING

## CLINTON-MACOMB PUBLIC LIBRARY

### FULL-TIME ADULT SERVICES BRANCH LIBRARIAN

**Position:** Full-time Adult Services Branch Librarian, 37.5 hours a week, including some evening and weekend hours

This person will be based at the South Branch, but be expected to work at all three library locations. This person will report to the Head of Adult Services.

**Salary:** \$45,230 per year (\$59,346 current maximum based on a 12-step scale)

**Benefits:** Medical, dental, vision, short-term disability, long-term disability, and life insurance; sick leave, 3 weeks' vacation, standard holidays; 401A pension after one year.

Optional: 457B retirement plan and flexible spending account.

#### Primary Job Duties:

- Provides professional reader's advisory and reference services to customers of all ages
- Assists customers in use of the library and its print, digital and other technology resources
- Develops and maintains a portion of the library's collection as assigned including selection, ordering, weeding and spending within an allocated budget
- Prepares bibliographies or information resource guides and keeps them current
- Provides library programs targeted at adults and seniors such as book talks, discussion groups, lectures, crafts and other related programs
- Actively considers equity, diversity and inclusion in decision-making
- Provides timely information to the Head of Communications and Strategy for program publicity
- Works independently within the broad guidelines set by library policies and the library director
- Establishes and maintains effective working relationships with coworkers, supervisors, volunteers, other community agencies and the public
- Maintains awareness of new developments and trends in the field through professional journals, workshops, conferences, etc.
- Participates in planning library objectives and services
- Assumes responsibilities for supervision of personnel and facilities in the absence of senior staff
- Prepares for emergencies and helps maintain a safe work environment
- Responds to calls from alarm system monitoring firm as needed
- Serves as Sunday staff member in charge on an annual rotational basis
- Performs related duties as required



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### Required Qualifications:

- Master's degree in library science from an ALA-accredited library school
- Delivers consistently friendly, attentive, welcoming, high quality customer service
- Knowledgeable about the philosophy and techniques of public library services
- Demonstrated knowledge of library materials and resources of interest to adults
- 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, the community and society
- Full range of internet skills and experience
- Able to troubleshoot library technology in coordination with the Head of IT
- Good typing skills
- Good organizational skills
- Knowledge of English language, spelling and arithmetic

### 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; climbing ladders; pushing book carts; spreading ice melt
- Standing or sitting for periods of time
- Writing or typing to complete work forms

**Process:** Deadline for applications: Friday, March 18, 2022, 5 p.m.  
Interviews anticipated: March 28-April 1, 2022  
Decision anticipated by: April 4, 2022  
Target starting date: May 2, 2022

**Apply to:** Amy Young, Head of Adult Services  
Clinton-Macomb Public Library  
40900 Romeo Plank Road  
Clinton Township, MI 48038

[AYoung@cmpl.org](mailto:AYoung@cmpl.org)



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

- Cover letter
  - Resume
  - CMPL Employment Application (available: <https://cmpl.org/employment/>)
  - Answers to the following questions:
1. 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.
  2. Describe three programs targeted at adults and/or families not currently offered by the Clinton-Macomb Public Library that you would like to provide for the community.

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.



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