

Adult Librarian - Part Time

White Lake Township Library

White Lake Township Library is seeking an Adult Librarian to join our professional staff. The successful candidate will have the opportunity of working in a beautiful new 28,000 sq. ft. building which is opening in early summer 2019.

White Lake Township has a population of 30,000 people and is located 20 miles northwest of Detroit in the beautiful lakes area of Oakland County Michigan. Residential development and lake living is typical, as the township has 21 lakes within its borders. Several of the community's large parcels have been preserved as state recreation areas and county parks.

Hours: 24 hours per week including at least one evening a week and every other Saturday

Salary Range: MLIS degree, \$18.25 - \$21.00 an hour based on experience and education
Student in MLIS Program, \$15.00 - \$17.00 an hour

Benefits: Prorated vacation, sick and personal business, life insurance

Responsibilities:

- Provide reference and readers advisory service for adults and occasionally for teens and youth
- Plan, promote and facilitate some adult programs
- Assist in collection development in assigned areas
- Grow collaborative relationships with community groups, arts organizations other local groups
- Maintain currency of knowledge of library and programming trends
- Additional duties as assigned

Required Knowledge, Skills and Abilities:

- Communicate effectively in both oral and written form
- Engage community partners, customers, and staff in the promotion of library programs
- Exhibit flexibility and a willingness to work in a dynamic and changing environment
- Computer proficiency
- Lift, carry and push items up to 50 pounds

Minimum Qualifications:

- ALA-accredited MLIS degree or significant progress in MLIS program
- Library programming and collection development experience preferred
- Enthusiasm and commitment to public service excellence
- Ability to work effectively with customers and other library employees
- Strong interpersonal, communication and technology skills
- Must possess a valid Michigan State driver's license

Reports to: Assistant Director

Please send or email cover letter, resume and [application](#) to:

Amy Rosen
Assistant Director
7527 E. Highland Rd
White Lake, MI 48383
arosen@whitelakelibrary.org

Dates: Applications received by Monday, January 21, 2019 will be given first consideration.

White Lake Township Library is an equal opportunity employer.