

CIDL

CLARKSTON INDEPENDENCE
DISTRICT LIBRARY

Innovate. Enrich. Educate.

t 248.625.2212

f 248.625.8852

6495 Clarkston Road
Clarkston, MI 48346

Full-time Information Librarian

Hours: 40 hours per week, includes some weekends and evenings
Salary: \$43,000 to \$57,000 depending on qualifications and experience
Benefits: Health, dental, optical insurance; disability and life insurance; vacation, sick and personal days; retirement plan.

Primary job duties:

Duties include, but are not limited to:

- Provide quick and accurate reference and readers' advisory for all ages
- Assists patrons with computer catalog, electronic resources, and the Internet
- Ability to share knowledge of a wide variety of databases and library resources
- Provide point of service instruction on library equipment
- Performs other library duties as assigned
- Attends and participates in staff meetings and discussions

Qualifications:

- MLIS from an ALA accredited institution
- Strong Public library/information desk experience
- Desire and ability to provide excellent customer service
- Strong oral and written communication skills
- Ability to provide reader's advisory
- Ability to establish and maintain effective working relationships
- Experience planning programs for adult audience
- Experience with using Polaris and MeL
- Collection development experience
- Knowledge of Microsoft Office

Reports to: Head of Adult Services

Send cover letter, resume, and contact information for three professional references to:

Nicole Evans, Administrative Assistant

evansn@cidlibrary.org

Deadline for applications: Monday, October 25, 2021