

Job Announcement
Rochester Hills Public Library Hourly Librarians

Position: Substitute/hourly librarians (variable hours per week, including evening and weekend hours, especially Sundays)

Departments: Teen and Adult Services, Youth Services, Outreach Services

Salary: \$23.00 - \$25.89 per hour (placement may be higher depending on qualifications)

Benefits: Flexible work environment, professional development workshops and training. Optional benefits: deferred compensation plan, flexible medical reimbursement plan, and/or dependent care.

Important Dates

Deadline for applications: Open until filled

Starting date: ASAP

This person provides professional library information services to patrons of all ages. Such services include reader's advisory and reference services. Librarian positions require responsible, resourceful persons with a broad knowledge base and professional library science training. These employees work in close contact with the public and must understand the principles and techniques of public library service.

Primary Job Duties:

- Provide professional reader's advisory and reference services to customers
- Instruct customers in use of the library and its print and electronic resources
- Maintain awareness of new developments and trends in the field through professional journals, workshops, conferences, etc.
- Work independently within the broad guidelines set by library policies and the library director
- Motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies and the public
- Assume responsibilities for supervision of personnel and facilities as directed
- Prepare for emergencies and helps maintain a safe work environment
- Perform related duties as required



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Qualifications:

- Master's degree in library science from an ALA-accredited library school or progress towards same
- Knowledge of the philosophy and techniques of public library service
- Demonstrated knowledge of library materials and resources
- Knowledge of online information resources, computers, software programs (such as Microsoft Windows, Word), and automated circulation system (Polaris)
- Ability to exercise initiative and independent judgment
- Ability to make decisions, and interpret and communicate details about policies
- The desire to meet the public and serve patrons of all ages and abilities
- Positive attitude toward accommodating library users living with disabilities
- Inspired to provide exceptional customer service
- Excellent communication skills, written and verbal, including telephone skills
- Ability to communicate effectively with coworkers in a fast-paced environment
- Dependable and flexible work habits
- Demonstrated ability and/or experience working with Windows-based computers, in several software applications
- Ability to use Google suite of productivity tools
- Ability to work independently and assume responsibility

Requirements of the role:

- Physical:
 - 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; picking up litter; spreading ice melt
 - Standing or sitting for periods of time
 - Writing or typing to complete work-related documents
- Mental:
 - Is accurate
 - Able to maintain confidentiality of library records and administrative matters
 - Good time management: is prompt, flexible, works under short time constraints, and meets deadlines
 - Able to interact and work effectively with customers, supervisors, co-workers and volunteers
 - Able to retain concentration and poise despite numerous interruptions
- Environmental:
 - Normal interior environment



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- Travel:
 - <15% (attendance at local meetings or statewide workshops)

The Rochester Hills Public Library is an Equal Opportunity Employer.

Application: Please fill out an employment application at <http://www.rhpl.org/jobs> and attach a cover letter and resume. If you have questions about the position, please direct them to: Allison Sartwell, Head of Adult Services at allison.sartwell@rhpl.org.



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