

**Job Announcement**  
**Rochester Hills Public Library Part-time Librarian**

**Position:** Part-time Librarian (22.5 hours per week, including evening and weekend hours)

**Department:** Youth

**Salary:** \$23.69 - \$30.91/hr (placement within this range is dependent on qualifications)

**Benefits:** Short-term disability, long-term disability insurance; pension contribution (6% of annual salary after initial 6 months); personal legal insurance, pro-rated holiday, vacation and sick paid time; professional development workshops and conferences.

Optional benefits: health, dental and vision insurance; telework flexibility; deferred compensation plan; flexible medical reimbursement; dependent care reimbursement; option to purchase critical care insurance, and/or accidental death, and/or life insurance.

**Important Dates:**

**Deadline for applications:** Friday, July 26, 2024

**Decision anticipated:** Monday, August 12, 2024

**Starting date:** Wednesday, September 4, 2024

**Job Description:** This person provides professional library information services to children, young adults, and/or adult customers. Such services include reader's advisory, reference services and programming. Other responsibilities may include assignment(s) to a subject and/or service specialty area. 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
- Assist in materials selection and acquisition, collection development, and weeding
- Prepare bibliographies or information resource guides and keeps them current
- Provide library programs including book talks, discussion groups, storytelling, hands-on programs, school visits, and other related programs
- Utilizing the Family Place© and Public Library Association's early literacy practices, plan and present programs for in-library or bookmobile sessions



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- Maintain awareness of new developments and trends in the field through professional journals, workshops, conferences, etc.
- Develop and maintain one or more special collections such as the low vision assistive technology, local history collection, audiovisual, electronic resources, etc.
- Work independently within the broad guidelines set by library policies and the library director
- Participate in planning library objectives and services
- 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

**Qualifications:**

- Master's degree in library science from an ALA-accredited library school or a Master's degree in early childhood development
- 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)
- Formal training/experience with a specific population such as children, older adults, and/or people with disabilities
- Creativity to develop and implement new library programs and services
- Ability to think analytically to develop new or revised systems, procedures, and workflow
- Ability to exercise initiative and independent judgment
- Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form
- 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



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- 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, coworkers and volunteers
  - Able to retain concentration and poise despite numerous interruptions
- Environmental:
  - Normal interior environment for most librarian positions
- Travel:
  - <15% (attendance at local meetings or statewide workshops)

**The Rochester Hills Public Library is an Equal Opportunity Employer.**

Please respond to the following questions and include the responses with your resume and RHPL application:

1. What are some emerging trends or philosophies in library services for children that you are passionate about?
2. What do you feel are the essential components that all storytimes should include?
3. What is your favorite age group to work with and why? Describe a program you have planned or would plan for this age group.

**Application:** Please fill out an employment application at <https://rhpl.org/employment/> and attach a cover letter, resume, answers to the pre-interview questions, and a diversity statement. If you have questions about the position, please direct them to Wendy Lehman, Head of Youth Services.



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