

Adult Services Librarian

Hours: 40 hours/week, includes evenings and weekends

Salary: Begins at \$23.10/hour as part of a 10-step wage scale

Benefits: Blue Cross Blue Shield (medical, dental, vision, Rx), Life/AD&D, Short and Long Term Disability, 401(a) plan, Optional 457 and Roth IRA plans offered, paid holidays, Vacation, Sick, and Personal Time, paid professional memberships and development opportunities

Reports to: Head of Reference and Adult Services, Kelly Hovinga

Classification: Union Represented

The Ferndale Area District Library is seeking a creative and enthusiastic librarian to join our Adult Services team. The ideal candidate should have excellent interpersonal skills, a passion for connecting people with resources, and be committed to equity and inclusion while serving a diverse community.

Responsibilities include, but are not limited to:

- Assist with reference desk duties, answer reference questions, and provide readers' advisory services to library patrons
- Create a welcoming environment by providing the highest level of customer service to patrons of all ages while enforcing library policies equitably
- Ability to effectively use and teach current technology and information literacy to patrons of all ages
- Serve as Person in Charge of the building, when assigned. Must be able to make decisions in situations dealing with library security, emergency procedures, and conflict resolution. Help maintain a clean, safe facility, and a productive, organized work environment
- Maintain effective communication within the department, with other library departments, and with library management
- Cooperate as a team member with all library staff in performing any duties essential to the achievement of efficient library operations
- Actively participate in orientation programs, in-service training, and continuing education opportunities
- Select, order, evaluate, and weed Adult collections
- Plan and implement library programs: in-person, virtual, and hybrid
- Flexibility in schedule including evenings and weekends

Essential Knowledge, Skills, and Abilities:

- Knowledge of current trends in library service to patrons served by the department
- Ability to work with library patrons of varied backgrounds to maintain effective interpersonal relationships; deal tactfully with the public; ability to speak and write effectively
- Self-motivated and able to exercise initiative and independent judgment
- Possess appropriate computer skills and have an awareness of the role of technology in the everyday lives of library patrons
- Demonstrate skills necessary to analyze and interpret information, establish facts, draw valid conclusions, and develop and implement effective strategies
 - This position may include outreach services. The employee is responsible for arranging transportation to and from those locations

Education and Experience Requirements:

- Master's Degree in Library and Information Science from an ALA-accredited institution
- 1 to 3 years of experience in a public library preferred, or any equivalent combination of education, customer service experience, and/or training that provides the required knowledge, skills, and abilities

Physical Demands and Working Conditions:

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- **Environment:** Library environment; extensive public contact.
- **Mobility:** Sufficient mobility to work in a library setting; operate office equipment
- **Vision:** Vision sufficient to read small print, computer screens, and other printed documents

FLSA status: Non-exempt

Please submit a resume, cover letter, three professional references, and a [completed employment application](#) as a single PDF document to drew@fadl.org by 5 pm on Monday, January 27th. Only electronic submissions will be accepted.

Ferndale Area District Library
 222 E. 9 Mile Rd.
 Ferndale, MI 48220

www.fadl.org

248-546-2504

The Ferndale Area District Library is an equal opportunity employer.