



## **Adult Services Librarian, Full-Time**

**Hours:** 40 hours/week, includes evenings and weekends

**Salary:** Begins at \$48,000/year 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, PTO, paid professional memberships and development opportunities

**Reports to:** Head of Adult Services, Cricket Hoekstra

**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 the Person in Charge of the building, when assigned. Must be knowledgeable about and able to make decisions in situations dealing with emergency procedures and conflict resolution
- 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
- Help maintain a clean, safe facility, and a productive, organized work environment
- 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

#### **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

\*Candidates nearing completion of their MLIS degree will be considered. The beginning wage would be \$22.00/hour (\$45,760/year) with a raise to the starting wage upon completion of the MLIS degree.

#### **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 [krocket@fadl.org](mailto:krocket@fadl.org) by June 11th, 2023. Only electronic submissions will be accepted.**

Ferndale Area District Library  
222 E. 9 Mile Rd.  
Ferndale, MI 48220  
[www.fadl.org](http://www.fadl.org)  
248-546-2504

The Ferndale Area District Library is an equal opportunity employer.