



Adult Services Librarian, Part-Time

Hours: 20-25 hours/week, includes evenings and weekends

Wage: Begins at \$22.00 per hour as part of a 10-step wage scale

Benefits: Paid holidays, PTO, paid professional memberships and development opportunities

Reports to: Head of Adult Services, Cricket Hoekstra

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 teach current technologies 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 duties essential to efficient library operations
- Plan and/or assist with 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 adults of all ages
- Ability to work with library patrons of varied backgrounds, maintain effective interpersonal relationships, deal tactfully with the public, and 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*

*Candidates nearing completion of their MLIS degree will be considered.

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. Only electronic submissions will be accepted. Position open until filled; interviews will begin January 24, 2023.

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.