



## Charter Township of Waterford Job Description

### Librarian I – Part-Time – Adult/Teen Services

**Department:** Library  
**Supervised By:** Librarian II or Designee  
**Supervises:** No Supervisory Responsibility  
**Bargaining Unit:** Teamsters  
**FLSA:** Non-exempt

**20 hours/week**

**Friday – 8:30 a.m. – 3:30 p.m.  
Saturday – 9:30 a.m. – 4:30 p.m.**

**Tuesday or Wednesday 3:00 p.m. - 9:00 p.m.  
(some flexibility on week day schedule)  
Apply and we can discuss**

#### **General Summary**

Under the general direction of the Librarian II or designee, performs a variety of library tasks requiring a working knowledge of library procedures. Duties may include planning and conducting age appropriate library programs, assisting patrons with reference and reader's advisory questions, assisting patrons with the use of computers, printers, software and downloadable digital resources, and assisting with the selection and maintenance of the library collection.

#### **Essential Job Functions**

An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists patrons in locating materials and information, utilizing various technologies and a working knowledge of the library system.
2. Provides reference and information service assistance to patrons using both printed and electronic resources.
3. Performs technical support duties, including collection development and acquisition control under the supervision of the Librarian II or designee.
4. Demonstrates, teaches and troubleshoots the use of equipment, PCs and related software as needed.
5. Plans and prepares library programs and displays.
6. May lead group tours through the library, explaining library services and procedures.
7. May be assigned to provide support in other service areas as necessary.
8. Other duties as assigned.

#### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Must possess a Master of Library Science or equivalent from a school of library science accredited by the American Library Association.
2. Must have a valid Michigan's Driver's License and be able to meet the Township's driving standards.

3. Must qualify for state certification from the Library of Michigan as follows:
  - (a) Librarian's Permanent Professional Certification or
  - (b) Librarian's Professional Certificate
4. Knowledge of modern library service techniques, practices and principles.
5. Ability to maintain positive and proactive customer service behaviors at all times, serving library patrons efficiently, effectively and harmoniously.
6. Ability to effectively use current technology with, and teach current technology to, patrons of all ages.
7. Must possess intermediate word processing, database and spreadsheet software skills. Skills test required.
8. Ability to establish and maintain effective relationships with those contacted in the course of work, including patrons and colleagues.
9. Ability to communicate accurately, clearly and concisely in written, verbal and electronic formats.

**Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to work in an environmentally controlled setting. Walking surfaces are well lit, tiled and/or carpeted.

This is low physically demanding position, requiring a limited range of motion. The use of both fine and gross muscles of the body is essential. Work is performed in the optimal working envelope of neck to navel and within arm's reach. The use of a ladder to reach shelving outside of the work envelope is common. The employee is required to reach from approximately floor level to six feet. The side rotation of objects is approximately twenty-four inches (shelving of books). The employee is regularly required to lift objects of ± 5 pounds and occasionally lifts objects of 10 pounds. The employee must be able to manually write and work with a computer keyboard. The ability to use a phone system is essential to this position. Vision or assisted vision is required. Verbal communication is essential.

WATERFORD TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

Start	\$25.27/hour
6 Months	\$26.75/hour
1 Year	\$28.24/hour
2 Years	\$29.72/hour

Posting Date: 09/28/2023 4:00 p.m.  
 Closing Date: 10/05/2023 4:00 p.m. (Internal)  
 External Closing: Open until filled

Application forms for this position can be obtained from the Human Resources Department, 5200 Civic Center Drive, Waterford, Michigan or on the Township's web page <https://www.waterfordmi.gov/jobs>

