

MOUNT CLEMENS PUBLIC LIBRARY
Job Description

Job Title: Adult Services Library Specialist
Hours: Part time, 20 hours per week, including evenings and weekends
Reports To: Head of Adult Services
Salary: \$16.00 - \$20.00 per hour plus time off benefits

NATURE AND SCOPE OF POSITION:

Under the direction of the Head of Adult Services, the Adult Services Library Specialist will provide direct and varied patron services, including but not limited to planning, implementing dynamic programming, curating and providing access to high quality relevant materials of interest to all levels of adults, cultivating resources and services aimed at attracting non-library users, and creating a safe, welcoming, and stimulating environment.

SPECIFIC DUTIES:

- Provide prompt, courteous, and direct assistance to patrons in a library setting
- Assist library patrons with information needs, in both print and digital formats
- Develop and implement programs and services to fulfill the diverse recreational, enrichment, and educational needs for adults of all ages
- Actively engage adults in the community by providing outreach services to community centers, community agencies, homebound residents, and community events
- Assists in preparing exhibits and seasonal displays throughout the adult department
- Provide technical assistance in computer area
- Place holds on library materials
- Place interlibrary loan requests
- Circulate materials
- Accurately shelve materials
- Manage information desk, phone, and email inquiries
- Advocate for adults within the library organization and in the community
- Ensure safety and code of conduct are followed by patrons
- Refers information requests requiring professional assistance to librarians
- Attend continuing education courses and trainings
- Other duties may be assigned

JOB REQUIREMENTS:

- High school diploma or equivalent
- Demonstrated oral and written communication skills
- Demonstrated computer skills
- Working knowledge of Dewey Decimal system
- Good public service attitude

DESIRED CAPABILITIES:

- Experience with Polaris ILS
- Minimum of 1 year library experience
- Post secondary education

PHYSICAL REQUIREMENTS:

- Prolonged sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times
- Must be able to read and discern computer screens and book labels
- Must be able to push/pull book carts up to 50 pounds

TO APPLY:

Send resume and cover letter to Katie Barnes at kbarnes@mtclib.org
The Mount Clemens Public Library does not acknowledge receipt of applications.
The Mount Clemens Public Library is an equal opportunity employer.