Newsletter for the week of January 17, 2022

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December 17, 2021

GENERAL ANNOUNCEMENT: POSITION OPENING

Senior Programmer Analyst

WHO WE ARE:

Oakland Schools is a regional service agency that offers support services to school personnel that are best delivered regionally and provide cost, size and quality advantages to those we serve. Oakland Schools is an autonomous, tax-supported public school district governed by Michigan General School Laws and is one of 56 intermediate school districts (ISDs) established in Michigan in 1962.

Our organizational focus is centered on these central objectives:
  - Increase student achievement
  - Serve diverse needs of schools
  - Decrease costs/increase efficiencies

SALARY DETAILS:

$79,156 - $91,797 annually with the potential to earn up to $98,855 based on annual step increases / Exempt position / 12-month work year

IN THIS ROLE:

Oakland Schools is looking for an experienced Software Developer to assume responsibility for designing, coding, testing, and implementing complex software solutions. Monitor performance of programs after migration, upgrades, or implementations and deploy changes as necessary.
along with developing system reports and provide project management for small development projects and data migration efforts. Are you ready to take your career to the next level? If so, apply today!

**WHAT WE NEED:**

We are seeking a collaborative team member to develop and maintain application back-end functionality, monitoring server operations and performance of existing and new applications; implement full cycle application deployments – develop, code, test, and maintain software releases and updates; diagnose and resolve software application problems and issues; identify and recommend changes to enhance efficiency of existing software development processes; monitor legal compliance of Oakland Schools web applications; research new concepts for root-level functionality and development standardizations of Oakland Schools’ websites and web applications; provide training to end users on software operations, functionality and features.

**WHAT YOU NEED:**

- Bachelor’s degree in Computer Science, Information Technology or a related field plus 4-6 years of related experience; or other equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- Experience in ASP.NET – Web Forms/MVC
- Experience in Languages: .NET/VB/C#
- Experience in SQL/DB Reporting Functions

**WHAT WE PROVIDE:**

Oakland Schools offers company paid coverage for life insurance, short and long-term disability, well-being benefits and leave days. In addition, Oakland Schools offers comprehensive medical coverage or a cash in lieu benefit, dental, vision, additional life insurance, health savings...
APPLICATION INSTRUCTIONS:

Letters of interest and resumes will be accepted until position is filled.

CLICK HERE TO APPLY!


You will need to create an account with a username and password. Once your account has been created, you may return to update your application, add attachments, or view your application. You may exit the program at any time and return to complete it at your convenience. Once you have completed your application, you may apply for any open position. While logged-in click on the Jobs tab and All Jobs to select the jobs for which you would like to apply.

Note: You will need to select Non-Certified as one of your applicant types to be able to view and apply for this position.

Oakland Schools does not discriminate on the basis of sex, race, color, national origin, religion, height, weight, marital status, sexual orientation (subject to the limits of applicable law), age, genetic information, or disability in its programs, services, activities or employment opportunities. Inquiries related to employment discrimination should be directed to the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at 248.209.2429. Title IX complaints should be directed to the Manager/Supervisor, Career Focused Education at 248.209.2160. For all other inquiries related to discrimination, contact the Executive Director of Legal Affairs at 248.209.2062. All complaints may be addressed to 2111 Pontiac Lake Road, Waterford, MI 48328-2736.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.
Flat Rock Public Library is seeking a Substitute Librarian.

**JOB TITLE:** Substitute Librarian  
**JOB CLASSIFICATION:** Part-Time; No Benefits  
**SALARY RANGE:** $16.00/hour  
**HOURS:** As needed—including days, nights, and weekends (week day availability desired)

**JOB DUTIES:**
The substitute librarian reports to the Director/Head of Adult Services is responsible for providing patron service at the reference desk. This includes:

- Greeting patrons
- Answering reference questions (in person and on the phone), including providing reader’s advisory
- Locating materials in the collection
- Placing items on hold for patrons
- Other computer-related tasks, such as but no limited to, providing basic technology instruction to patrons, including Internet navigation and use of Microsoft Office programs (Word, Excel, etc.).
- Other duties as assigned

**Policy 3.1 and 6.2**
- Provide comprehensive reference and readers’ advisory services.
- Assist patrons with downloadable digital resources including eBooks, audio eBooks, magazines, and music on multiple platforms/devices.
- Instruct patrons on the use of electronic databases, the library catalog and website, and other library technology.
- Master of Library Science degree from a library school accredited by the American Library Association. Candidates must submit proof of degree with application and official transcript at time of interview.
- Demonstrated proficiency with electronic databases, Microsoft Office applications, social networking sites, and mobile technology, especially as it relates to eBooks and other digital resources.
- Ability to interact courteously and effectively with the public, library staff, library volunteers, and other City departments.
- Ability to work in a collaborative, dynamic, fast-paced environment, using excellent organizational and time management skills.
As a condition of employment, the successful candidate must pass a background check and pre-employment physical, including drug screen.

Follow and enforce all library rules, policies and procedures.

Follow patron privacy laws.

Answer telephone and accurately give information and when necessary, direct calls to the correct location or staff for information.

If scheduled, open or close the library, following established procedures.

RESPONSIBILITIES: Reports to the Library Director/Head of Adult Services. The Substitute Librarian will be required to perform the following types of duties:

- Provide readers’ advisory and reference services to patrons using various collections and materials, and in multiple formats.
- Provide technology instruction to patrons, including Internet navigation; use of Microsoft Office programs (Word, Excel, etc.); e-reader and tablet use; and use of electronic resources, including databases, e-books, and e-audiobooks.
- Other duties as assigned.

Being engaged with up-to-date technology is a priority and a value to Library staff, residents, and businesses.

Under the direction of the Head of Adult Information Services, the Librarian performs a variety of professional and public service tasks in order to support the educational, recreational, business, and cultural needs of the community.

QUALIFICATIONS:

Required:

- Master’s Degree in Library Science from an ALA accredited institution (*Please note: Proof must be presented at time of interview*).
- Flexible schedule with evening and weekend availability
- Good written and verbal communication skills
- Public service orientation
- (preferred) Minimum of a year of relevant library experience
- (preferred) Familiarity with OverDrive/Download Destination and e-readers.

Job Requirements:

- Customer service and/or library experience.
- Public service attitude, computer skills, and good communication skills.
- Have appropriate reading abilities to sort and properly shelve materials according to the Dewey Decimal System.
- Must be able to work independently as well as with a team.

QUALIFICATIONS: Master’s Degree in Library Science from an ALA accredited institution. Candidates should be enthusiastic and energetic with a desire to provide excellent service to patrons of all ages. Candidates should be flexible, approachable, and comfortable with a broad range of technologies.
TECHNOLOGY: Excellent computer skills are required, including:
• Knowledge of subscription databases and common software packages
• High-level Internet searching skills
• Ability to teach people how to use e-books, downloadable audio books, and other electronic resources
• Acquaintance with emerging technologies

TO APPLY:
Email a cover letter and resume to:
Michael Cummings,  Library Director
Flat Rock Public Library
director@frlib.org
Youth Services Librarian Employment Opportunity

Position: **Youth Services Librarian**, part-time

Pay rate: MLIS or MSI degree: $19 - $22+ an hour to start based on experience and education

Hours: 20 - 28 hours per week, including at least one evening a week and every other Saturday. Set schedule with the option of additional substitute hours. We are closed on Sundays.

Benefits: Pro-rated vacation, sick, and personal business leave; dental, vision and life insurance

Responsibilities:

- Offer excellent customer service focusing on youth and teen services
- Provide reference and readers' advisory services to customers of all ages
- Assist customers in the use of the library and its print and digital collections
- Purchase and maintain assigned print and digital collections with a generous budget
- Plan and conduct regular programming including; storytimes, early literacy activities, and a variety of activities for children ages 0 - 12
- Collaboratively utilize social media, website content, newsletters, and display areas to promote programming, collections, and services
- Follow and apply all library rules, policies, procedures and patron privacy laws
- Perform related duties as required

Qualifications:

- ALA-accredited Master in Library and Information Science or Master of Science in Information.
- We will consider students at least halfway through an MLIS or MSI degree with public or school library experience
- Enthusiasm for youth and teen services and commitment to public service excellence
- Demonstrated knowledge of library materials and resources for youth
- Computer literacy and an ability to provide technology instruction
- Ability to work effectively and courteously with the public and other library employees
- Strong interpersonal, communication, organizational, and time management skills
- 1+ years of public or school library experience preferred
- Lift, carry, and push items up to 35 pounds, including shelving carts

Closing Date: Applications received on or before January 24th, 2022, will be given first consideration.

Application: Email cover letter, resume, and completed [application form](mailto:application_form)

Apply to: Leah Martin Kenney, Head of Youth & Teen Services - lmartin@whitelakelibrary.org

The White Lake Township Library is an equal opportunity employer.
EMPLOYMENT OPPORTUNITY AVAILABLE

The Bloomfield Township Public Library is seeking a professional and resourceful Library Page to support the Library’s circulation needs. The Bloomfield Township Public Library is a Class 5 Library, with a service population of 41,070 people. There is strong community support for the Library and its collections, services, and programs. Technology is integrated into Library services. The successful candidate will have a strong commitment to provide quality service to the staff and the public and the desire to work in a collaborative team environment.

POSITION TITLE: Adult Services Page

DEPARTMENT: Adult Services, reporting to Assistant Department Head

HOURS: Part-time, year-round, approximately 12-15 hours weekly, including evenings and weekends.

WAGE & BENEFITS: $10.10 per hour with increase possible upon successful completion of three-month orientation period.

REQUIREMENTS:
MINIMUM:
- Able to lift, bend, and stoop to shelve materials
- Able to push or pull carts weighing at least 20 pounds
- Desire to serve the public in a positive manner
- Able to visually review materials and discern vocal and audible tones
- Computer/keyboard experience

DESIRABLE:
- Public library work experience

RESPONSIBILITIES:
DIRECT PUBLIC SERVICE:
- Provides positive, pleasant professional services to staff and public
- Directs patrons to appropriate staff for assistance
- Retrieves materials for patrons and staff

INDIRECT PUBLIC SERVICE:
- Sorts and shelves materials in a timely manner
- Reads shelves to ensure accurate order so that materials can be found by patrons
- Follows direction of supervisor
- Assists in opening or closing of library
- Assists department staff before and after programs when needed
- Performs special assignments or duties as needed
DUTIES MAY INCLUDE:

- Shelving books in fiction section alphabetically by author’s last name and by title under the author
- Shifting older magazines to the Magazine Storage room
- Shelving books in non-fiction by Dewey number and cutter (author) letters
- Shifting several ranges of books to make room for new materials
- Directing patrons to the appropriate desk for assistance
- Reading shelves to make sure materials are in order
- Assisting staff at programs by handing out flyers, assisting presenters, and cleaning up
- Looking up books in circulation module for statistics

APPLICATION: Due Friday, February 16.
Your application must include:
- resume
- cover letter
- completed library application form
- clerical skills test

The clerical skills test must be taken at the Library. The application and the test are available at the Library’s Welcome Desk. The application is also available on the Library’s website at btpl.org/about-us/employment-volunteer/

TO:

Careers
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302
248-642-5800
Fax: 248-642-4175
Email: careers@btpl.org

Applications can also be delivered to the Library in person.

*Bloomfield Township Public Library champions the power of words to spark discovery and imagination.
For more information about the Library, visit our website: www.btpl.org
Position: Circulation Clerk
Starting Pay: $13.94/hour (raise to $17.70 after 1 year)
Hours: 21 hours per week, includes nights and weekends
Benefits: Prorated paid time off for vacation, sick, personal business and holidays

Responsibilities: Direct public service: provides positive, pleasant, professional service to the public at the Circulation desk; carries out procedures for checking materials in and out accurately; issues library cards according to library guidelines; handles money transactions; answers incoming calls and directs library visitors and callers to appropriate public service desks.

Indirect public service: assists with database maintenance; monitors incoming materials for damaged or missing pieces and takes appropriate action; sorts and distributes delivery items; processes interlibrary loan materials; special projects when requested.

Requirements: High school diploma, ability to learn quickly and work accurately, strong attention to detail, ability to communicate effectively on the telephone, ability to use time effectively, dependable, punctual, flexible, ability to apply commonsense understanding to carry out instructions, willingness to seek out assistance as needed in resolving conflicts or answering questions from library patrons, desire to serve the library public in a positive manner, ability to show concern for the feelings and views of others. Ability to sit, stand and walk for long periods of time and the ability to bend, reach, stoop or crouch. Ability to push carts full of library materials.

Please submit application and resume by January 28, 2022

Carla Eggert
Business Operations Specialist
Northville District Library
212 W. Cady
Northville, MI 48167

ceggert@northvillelibrary.org

The Northville District Library is an Equal Opportunity employer
This is a union position
Baldwin Public Library - Position Posting

The Baldwin Public Library is the public library of Birmingham, Beverly Hills, Bingham Farms, and Bloomfield Hills. It is a Class V library with a service population of 35,350 people. The Baldwin Library prides itself on providing excellent customer service, a wide range of collections, extensive and varied programs, and a diverse, welcoming, and inclusive environment for patrons and staff.

POSITION: Information Technology Assistant (Part-time)

HOURS: Flexible schedule of up to approximately 28 hours per week, including days, nights, and weekends

RESPONSIBILITIES: Reporting to the IT Coordinator, the IT Assistant will be required to fulfill the following types of duties:

- Helps maintain the library’s phone system, integrated library system, security system, and audiovisual equipment.
- Supports IT Coordinator by maintaining all server, workstation, network and peripheral hardware.
- Maintains public time, print, and access management system.
- Responsible for installing and maintaining all computer hardware and software.
- Works with the IT Coordinator to develop annual and long-term technology budgets and replacement schedules.
- Assists and trains staff and patrons with day to day computer questions.
- Sets up computer and audiovisual equipment for meetings and programs.
- Performs related duties as required.

QUALIFICATIONS:

- Associates Degree, or equivalent knowledge, in Information Technology, Computer information Systems, or closely related field, and at least one (1) year of work experience. Equivalent combinations of education, certifications, and experience may be considered.
- Well-developed IT/MS Windows 7 / 10 PC skills, including general knowledge and experience with MS Active
- Experience with user support and hardware/software support.
- Excellent problem solving and interpersonal skills.
- Experience in customer service preferred.

**SALARY RANGE:**
Starting at $18.00 per hour, based on experience and qualifications.

**APPLICATION:**
Cover letter, resume, and [City of Birmingham employment application](#) due by January 26, 2022 at 5:00 pm.

**PROCEDURE:**
To: Baldwin Public Library
Attn: Robert Stratton
300 W. Merrill
Birmingham, MI 48009
Electronically to: robert.stratton@baldwinlib.org

The application and job posting are also available on the library’s employment webpage: [www.baldwinlib.org/employment](#)

If you need accommodations (for a disability, religious beliefs, or other reasons), we are happy to work with you, both during our interview process and after you are hired. Please contact robert.stratton@baldwinlib.org to request accommodations.

Per OSHA and CDC COVID-19 guidance, all personnel should be fully vaccinated against COVID-19. The City of Birmingham is mandating vaccination against COVID-19 for all employees. Personnel must have a vaccine card on file with the City of Birmingham. Face masks are required while working in City buildings, unless someone is medically unable to tolerate a mask.
**Bacon Memorial District Library Job Posting**

Bacon Memorial District Library in Wyandotte, MI serves a population of just under 26,000 and is located in the heart of a vibrant riverfront community.

**Position:** Library Assistant (Part time- 20 hours a week)

**Schedule:** Must be able to work evenings and Saturdays

**Salary:** $11.00 an hour, pay increases to $11.50 an hour after 6 months

This position does not include benefits.

**Duties:** Charge and discharge materials, issue library cards and explain library procedures, answer the telephone and direct calls, answer directional questions, assist patrons using library copiers, send faxes, and other duties as assigned.

**Requirements:**

High School diploma or equivalent

Ability to stoop, bend, and reach above your head, ability to push carts loaded with books.

Strong technology skills. You must be able to quickly and efficiently learn new programs.

Experience accurately handling money.

Good customer service and phone skills are a must.

Library experience is preferred but not required.

Please submit completed application, cover letter, and resume to:

Laura Gramlich via email at: lgramlich@baconlibrary.org

Or applications and resumes can also be dropped off at the library. (45 Vinewood, Wyandotte, MI 48192)

**DEADLINE:** January 26, 2022 or until the position is filled
APPLICATION FOR EMPLOYMENT

Position Applied For __________________________ Date of Application ________________

Name ______________________________________

Address ____________________________________

City, State, Zip ________________________________

Telephone ________________________________

Employment Experience

Employer ___________________________________

Address ____________________________________

Telephone ________________________________

Supervisor ________________________________

Dates Employed: From __________________ to __________________

Work Performed ________________________________

Employer ___________________________________

Address ____________________________________

Telephone ________________________________

Supervisor ________________________________

Dates Employed: From __________________ to __________________

Work Performed ________________________________

Special Skills ________________________________

Awards and Honors ________________________________
Education

High School ________________________________________________

Years Completed _______ Did you graduate? _______ Grade Point Average ______

College __________________________________________________

Major and Minors ___________________________________________

Years Completed _______ Degree _____________________________ Grade Point Average ______

Other Education: ____________________________________________

Library Experience

Describe any experience you have had working or volunteering in a library:

Why do you wish to work at Bacon Library?

Page Applicants Only - List sports, music or other kinds of activities you are or plan to be involved in:

References

Names, addresses, phone numbers, email of employers or others who know you well:

1. ___________________________________________________________

2. ___________________________________________________________

I certify that the information in the Application for Employment is correct and complete. I authorize all individuals and schools and employers named in the application to provide information requested about me.

_________________________  __________________________
Signature                        Date

Bacon Memorial District Library is an equal opportunity employer and complies with all laws prohibiting discrimination on the basis of race, color, age, sex, national origin, religion, or handicap.
Librarian III - Youth Services
Royal Oak Public Library

Closes On: February 5, 2022 at 11:59 PM EST

Apply online at https://bit.ly/3nlIwji

Location: Public Library, Royal Oak, MI 48067
Department: Public Library
Job Status: Full-Time
Rate of Pay: $62,141 - $68,578
Position Type: Open Competition/Non-Civil Service
Status: Accepting Applications
Details: Please submit a cover letter and resume with application.

Job Description
A Librarian III performs professional library work in varying phases and difficulty. Duties may also include tasks of an administrative nature, but major emphasis is on the performance of difficult professional or specialized library work and involves supervision of a division of the library service. Work is performed in accordance with established policies and procedures under the general supervision of the Library Director.

Essential Job Functions
A Librarian III - Youth Services may be called upon to do any or all of the following (These examples do not include all the tasks which the employee may be expected to perform)

- Supervise and evaluate library personnel
- Schedule work and maintain adequate staffing levels within budget limitations
- Train and evaluate youth services staff
- Provide information and readers advisory services to public
- Instruct library patrons in use of library tools and resources
- Coordinate collection development
- Prepare required reports
- Contribute to library publications
- Coordinate programming including booking outside presenters and developing “home grown” programs
- Plan and implement an extensive multi-faceted summer reading program
- Maintain professional development
- Plan and present year-round children's programs and story times
- Coordinate year-round RIF programs, class visits, and youth group tours
- Plan and coordinate outreach programs
- Manage budget for children's materials and programs

Required Knowledge, Skills, Abilities and Minimum Qualifications -
A Librarian III - Youth Services, upon application, shall have the following:
Required Education and Experience:
- A Master's degree in Library Science from an ALA accredited college or university
• Two years of professional experience as Librarian II or Four years of professional full time library experience

**Desired qualifications:**

• Considerable knowledge of library principles, methods, and procedures
• Thorough knowledge of books / authors, current literature and review sources
• Knowledge of reader interest levels and ability to stimulate interest in use of library facilities
• Ability to develop and maintain tactful and cordial relations with the general public and fellow employees
• Ability to understand and respond appropriately to in-person and phone queries
• Ability to demonstrate initiative and resourcefulness in responding to questions and requests
• Ability to develop organized and effective work methods
• Ability to perform light lifting and to reach, bend, stand or sit for long periods
• Working knowledge of current information technology, computer software and library automation
• Working knowledge of social media, library website, and program registration software
• Knowledge of child development and child management techniques
• Knowledge of literature for children and young adults
• Ability to perform well under stress

**Physical Requirements**
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 regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, with ability to stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light to moderate weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

**Disclaimer**
This job description may not be inclusive of all requirements, pay rate, assigned duties, responsibilities, or aspects of the job described. Please refer to the applicable governing collective bargaining agreement for any differences not currently reflected in this description.

**Application Special Instructions**
Required Application Materials to submit with this application (provide as attachments):

• Cover Letter
• Resume