Newsletter for the week of February 14, 2022

Page 2  Job – Circulation Clerk – Part-time – White Lake Township Library
Page 4  Job – Administrative Assistant – Part-time – West Bloomfield Township Public Library
Page 6  Job – Librarian – Part-time – Sterling Heights Public Library
Page 9  Job – Library Aide – Part-time – Leanna Hicks Public Library of Inkster
Page 11 Job – Technical Services Clerk – Part-time – Novi Public Library
Page 13 Job – Adult Librarian – Full-time – Novi Public Library
Page 15 Job – Children’s Librarian/Programming Aide – Part-time – Clarkston Independence District Library
JOB TITLE: Part Time Circulation Clerk

HOURS: Regular assigned hours per week including evening and Saturday hours
Opportunity for substitute hours for an average of 20-24 hours per week

FLSA STATUS: Non-Exempt

SALARY RANGE: $13.50-$15.50 an hour based on job experience

REPORTS TO: Circulation Manager

Applications received by February 25, 2022 have priority consideration

SUMMARY: Under the direction of the Circulation Manager, will work in a team environment to provide a positive experience to patrons of all ages. Assists patrons with checking in and checking out of materials as well as accepting monies for fines, damaged, and lost materials. Assists patrons with acquiring new library cards as well as renewing cards and materials. Works with a team to prepare new materials for circulation and processes the daily delivery from The Library Network. Additionally, works with a team to prepare requests from patrons within TLN.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead or assist with circulation tasks in assigned areas, including working as part of a team to complete work promptly and produce quality work
- Understands that we are stewards of the taxpayers and so must provide prompt, attentive, and friendly customer service in person, by phone, or electronically
- Facilitate check in/check out and renewal of materials
- Handle cash transactions for library fees, copying, and other fees
- Actively promote library services and programs
- Assist with shelving of materials, as needed
- Perform other duties and responsibilities as assigned
- Substitute as needed

EDUCATION AND EXPERIENCE:

- High school diploma required; college coursework preferred
- Library work experience preferred

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to provide superior customer service to library users of all ages
- Ability to initiate friendly, pleasant, and positive interactions with library users of all ages
- Knowledge of computer-related technology
- Ability to work cooperatively with library staff in a team environment
- Ability to follow directions effectively
- Ability to produce neat, accurate, and timely work within an established timeframe
• Excellent written and oral communication skills, including telephone

PHYSICAL DEMANDS:

• Must be able to lift, push, and/or maneuver full book carts and book bins of 25 pounds
  Be able to stand, stoop, sit, and reach
• The physical demands are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions

WORKING ENVIRONMENT:

• While performing the duties of this job, the employee regularly works in a business office setting.
• The noise level in the work environment is usually quiet

White Lake Township Library reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities and position title as it deems necessary to meet the needs of the Library at any time with or without notice. This job description is not an exhaustive list of all duties, responsibilities and qualifications; it is intended to describe the major responsibilities and requirements of the position. The White Lake Township Library is an equal opportunity employer.
POSITION: Administrative Assistant
Part Time (21 hours per week)

QUALIFICATIONS: Associate’s Degree in finance or accounting (preferred), with additional training in administrative, clerical and financial operations. Minimum of two years’ administrative work experience.

Demonstrated competence in the use of Microsoft Office products, especially Excel and Word.

Ability to work independently and assume responsibility.

Absolute dedication to integrity and confidentiality.

Excellent organizational skills.

Strong oral and written communication skills.

Ability to establish and maintain effective working relationships with staff, supervisors, Library Board, and vendors.

High standard of work, with goal of “zero errors.”

KEY RESPONSIBILITIES: Provides support to the Finance Manager, including but not limited to accounts payable check filing and disbursement; purchase order processing and disbursement; and backup for payroll submission;

Maintains personnel records, including completion of necessary paperwork for new hires and terminations; and generates various monthly staff list updates;

Coordinates the assembly of monthly Board packets for distribution prior to the meetings, handles Board meeting follow-up correspondence; and sets up meeting room requirements for monthly Board meetings;

Responsible for office supply ordering, maintenance of office equipment; and bulk mailings within the administrative office;

Serves as the official paper/digital record keeper for library administration, including implementation and maintenance of records retention schedule for library, vendor and contract files;
Processes donations, gifts, and memorials including annual Endowment Fund mailing; 

Prepares bank deposits for circulation fines/fees and print/copy receipts;

Maintains key inventory and employee locker records;

Manages conference and meeting room reservations;

Supervises arrangements and assists with library receptions, public meetings, special staff meetings, and library-sponsored meetings;

Prepares and updates various procedure manuals;

Other duties as assigned


**SALARY RANGE:** $17.91 - $21.39 per hour depending on qualifications

**BENEFITS:** Voluntary deferred compensation plan; Employee Assistance Plan; pro-rated vacation; holiday; personal and sick leave.

**DEADLINE:** Friday, February 25, 2022

**START DATE:** April 1, 2022

**APPLICATION:** Cover letter, resume, online application form, and three professional work-related references submitted online at http://www.westbloomfieldlibrary.org/aboutus/employment.php
The City of Sterling Heights is seeking a part-time librarian who is committed to the mission of the Sterling Heights Public Library and capable of providing excellent library services and programming to patrons!

Visioning Statement
Sterling Heights is a vibrant, inclusive community for residents and businesses that is safe, active, progressive, and distinctive. Sterling Heights - a bold vision for an exceptional quality of life.

Guiding Principles
- Safe, well maintained and desirable neighborhoods enhanced by great schools
- Plentiful leisure and recreation opportunities featuring fully utilized parks
- Abundant pathways for biking and walking
- Focal points that are both public and private to serve as destinations for residents and visitors

Are you ready to unlock your career potential in a fast-paced and dynamic role?
Sterling Heights is a destination city for those seeking to reside in a community offering quality and affordable housing, excellent full-service public services, and abundant year-round recreational opportunities. The City’s police and fire services are renowned for excellence and many administrators are recognized as leaders in their respective fields. The City strives to improve its performance on behalf of its businesses and leaders on a continuing basis.

This commitment to continuous improvement has facilitated the growth of Sterling Heights over the past fifty years. With over 130,000 residents, Sterling Heights is on the verge of becoming the third most populated municipality in Michigan. Commensurate with this status, the City has invested millions of dollars in roads, infrastructure, and facilities. The City’s commitment to strategic planning in the form of its Visioning 2030 initiative assures that every material decision is evaluated in light of the following Visioning Statement:

A vibrant, inclusive community for residents and businesses that is safe, active, progressive and distinctive. Sterling Heights – a bold vision for an exceptional quality of life.

The City provides a progressive and supportive work environment that allows employees to maximize their professional development and potential. The City is committed to diversity, equity, and inclusion. Creativity, problem-solving, and innovation are highly desired traits in prospective employees.

OUR STORY

The City of Sterling Heights was incorporated on July 1, 1968. Over the course of the ensuing fifty years, the City has distinguished itself with a history of achievement in the field of municipal governance. This success is largely attributable to the original City Charter that established the Council / Manager form of government in Sterling Heights. The City Manager appointed by the City Council serves as the chief administrative officer and brings professional leadership and management to the day-to-day operations of the City. The City Council is comprised of the Mayor, Mayor-Pro-Tem, and five Council members, all of whom are elected at-large to four year terms.

Sterling Heights is a destination city for those seeking to reside in a community offering quality and affordable housing, excellent full-service public services, and abundant year-round recreational opportunities. The City’s police and fire services are renowned for excellence and many administrators are recognized as leaders in their respective fields. The City strives to improve its performance on behalf of its businesses and leaders on a continuing basis.
QUALIFICATIONS

The minimum qualifications required for this position include:

- A Master's Degree in Library Science
- Strong oral and written communication skills
- Experience creating and conducting children/teen/family/adult programming
- Ability to work evening and weekend work schedule
- Knowledge of online databases, reference resources, and public computer applications to assist the general public
- Knowledge of popular reading trends
- Knowledge of tablet and mobile devices and the ability to help patrons use them for accessing Overdrive, Hoopla, and other digital services
- Ability to establish and maintain effective working relationships with colleagues, supervisors, and the general public.

WHAT'S IN IT FOR YOU?

The new part-time librarian is eligible to receive a top of the market compensation and a generous schedule of paid time off (PTO).

POSITION SUMMARY

The part-time librarian position reports to the Service Area Coordinator and is responsible for reference and readers advisory services, collection development activities, instruction in the use of the library and its resources, and in updating and verifying the bibliographic content of the catalog database. The part-time librarian also develops and presents programs, and provides a high-level of customer services to all library patrons.

HOW TO APPLY

Interested candidates may apply online at: https://www.sterling-heights.net/487/Apply-for-a-City-Job

For questions regarding the opportunity, please email hr@sterling-heights.net.

In accordance with Michigan’s Freedom of Information Act, resumes of applicants may be subject to public disclosures.

Equal Opportunity Employer
LEANNA HICKS PUBLIC LIBRARY
JOB DESCRIPTION
LIBRARY AIDE

JOB SUMMARY
Under supervision of the Library Director and/or the Youth and Teen Services Librarian, performs a variety of clerical tasks in support of the Library; provides general information and assistance to Library patrons; performs circulation desk duties. The Library Aide position is an at-will employee.

ESSENTIAL JOB FUNCTIONS
The following tasks are typical for the Library Aide position, but are not intended to reflect all duties performed within the job.

● Perform circulation desk duties; check out Library materials to patrons; check in and prepare materials for return to the circulating collection; collect materials from book deposits; register new patrons and collect overdue fines; place specific title holds.
● Operate a variety of office equipment including a computer, typewriter, telephone system, cash register, copy machine, facsimile machine and other related equipment.
● Respond to patron in-person and telephone requests for general and directional information.
● Assist in monitoring equipment and supplies, maintain files.
● Compile statistics and data on information as requested; maintain a variety of records and files.
● Assist with seasonal and on-going programs and activities; set up for special events.
● Input data into Library's computer systems; make corrections; search for missing books as necessary.
● Receive Library materials; check invoices and orders; enter data into acquisition system.
● Perform general clerical work in support of Library activities and operations; type a variety of documents; answer phones; enter information into computer; maintain files and records; process and distribute the mail.
● Perform maintenance and repair functions on Library materials; process severely damaged materials to be repaired by bindery; monitor and claim missing or damaged periodicals.
● Process materials prior to shelving; file and shelve materials as necessary; print classification numbers for Library materials.
● Cooperate as a team member with all Library staff in performing any professional or non professional duty essential to the achievement of efficient Library operations.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES
● Knowledge of customer service principles and techniques.
● Knowledge of basic operations of a library.
● Understand and carry out oral and written instructions.
● Operate modern office equipment including computers, tablets, and smartphones.
● Type at a speed necessary for successful job performance.
● Ability to interact effectively and courteously with the public in delivering services.
● Communicate clearly and concisely, both orally and in writing.
● Establish and maintain effective relationships with those contacted through work.
● Proficient skills in English usage, such as spelling, grammar and punctuation.
● Experience and knowledge with automated library systems.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education: High school graduate or equivalent.

Experience: Two years employment in a public library is preferred.

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: Incumbents require sufficient mobility to work in a library setting and operate office equipment; extensive and recurring walking, standing, bending, crouching, stooping, stretching and reaching; regular lifting of moderately heavy items. Able to push, pull and lift a minimum of 20 lbs.

Vision: Vision sufficient to read small print, computer screens and other printed documents.

HOURS AND STATUS

Status: Part-time, non-exempt.

Hours: $10-12/hr. Up to 20 hours per week. Hours may vary. Include some evenings and Saturdays.

APPLICATION SUBMISSION

Interested applicants must submit a current resume, cover letter, and three professional references to the Library Director, Betty Adams, by email: badams@inksterlibrary.org. Inquiries can be sent to the same email address. Applications will be accepted until the position is filled. Interviewing will begin one week after posting.

Approved 5-19-11
Revised 6-21-12; 8-15-13; 9-17-20
Position: Support Services Clerk (Technical Services), Permanent Part-Time
Reports To: Support Services Supervisor

Primary Duties & Responsibilities:
1. Performs all duties assigned in the ILS Module accurately and efficiently; problem solves guest and catalog issues.
2. Performs workroom duties and other tasks as assigned, including sorting and loading carts for shelving; shelving of materials; shelf reading; processing holds, returns, and other materials from delivery; troubleshooting and maintenance operations of the AST System; answering main phone, directing calls, and making public address announcements as needed; and registering cash, check, and credit card transactions.
3. Adapts and responds to multiple priorities, interruptions, and demands; retains knowledge and stays up-to-date on current Library policies and procedures; communicates effectively with guests, co-workers, and professional colleagues.
4. Assists with opening and closing procedures for the Support Services Department.
5. Assists with the overall maintenance and orderliness of the Library’s collections, display areas, and department areas.

Other Duties & Responsibilities:
1. Assists in accomplishing the Library’s and the Support Service Department’s goals.
2. Seeks professional continuing education, both organized and casual, with an air toward keeping services current and appropriate for the guests.
3. Enforces library policies relevant to public use; responds to emergencies and provides support, as needed; acts quickly, exercising good judgment.
4. Works positively and collaboratively across departments to accomplish department goals.
5. Performs other duties as assigned.

Technical Services:
1. Assists, as assigned, to perform Technical Services duties. Performs acquisitions duties, cataloging, MARC record maintenance, materials processing and maintenance, and processing of ILL and MeLCat materials.

Job Requirements:
1. High school diploma or equivalent required; Bachelor’s Degree preferred.
2. One year of library experience preferred.
3. Knowledge of alphabetical, numerical, and decimal systems of arrangement.
4. Proficient in MS Office, Internet browsers, and other computer related technology.
5. Enthusiastic, positive, friendly, self-motivated, creative and approachable.
6. Dedicated to providing positive customer service.
7. Dedicated to public service.
8. Strong obligation to confidentiality.
9. Strong organizational skills and attention to detail.
10. Excellent verbal, written, and interpersonal communications skills.
11. Values diversity in the workplace and in the community.
12. Ability to speak multiple languages helpful.
13. May require a valid Michigan driver’s license based on assignment.
Working Environment:
1. Physical mobility, vision, hearing, and manual dexterity essential.
2. Maintain physical condition necessary for sitting, standing, bending, and/or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 500 pounds; operating assigned equipment; picking up litter; spreading ice melt.
3. Evening, weekend, and some holiday hours are required.

Hours: 27 hours per week
- Monday, 8:30 a.m. – 3:30 p.m.
- Wednesday, 8:30 a.m. – 3:30 p.m.
- Thursday, 8:30 a.m. – 3:30 p.m.
- Friday, 9:30 a.m. – 3:30 p.m.

Salary: $11.56 per hour

Benefits: Time benefits (vacation, personal business, and sick) based on a part-time employee formula.

Application:
- Only complete application packets (which include a current Novi Public Library application, resume, and cover letter) will be considered. Incomplete application packets will not be reviewed.
- NPL applications available at https://novilibrary.applicantpro.com/jobs/
- Employment offer dependent on results of a physical, background check, and in-person job skills testing.
- Send to:

  Nicole Williams, HR Specialist
  Novi Public Library
  45255 W. Ten Mile Rd.
  Novi, MI 48375
  nwilliams@novilibrary.org

Deadline: Open Until Filled
JOB TITLE: Information Services Librarian
REPORTS TO: Head of Information Services

PRIMARY DUTIES & RESPONSIBILITIES:

1. Provides readers’ advisory and reference services and provides computer assistance using a variety of collections, materials and formats.
2. Participates in collection development and maintenance, keeping within monetary and physical space constraints.
3. Promotes programming services appropriate to the needs of the community.
4. Trains and assists guests with day-to-day computer questions and learning new technology and software.
5. Serves as member of the iCube Makerspace Team; develops, implements, and maintains new and existing technology, services, and projects, assists guests with the use of makerspace equipment.

OTHER DUTIES & RESPONSIBILITIES:

1. Engage in outreach opportunities within the community.
2. Adjusts and responds to multiple priorities, interruptions and demands, and resolves problem situations in a positive manner.
3. Seeks professional continuing education, both organized and casual, with an air toward keeping services current and appropriate; member of professional development; member of internal and external committees.
4. Communicates effectively with guests, co-workers, and professional colleagues.
5. Enforces library policies relevant to public use; responds to emergencies and provides support, as needed; acts quickly, exercising good judgment.
6. Mentors and trains MLS Librarian Intern; trains and oversees department volunteers; scheduling of department staff.
7. Works positively and collaboratively across departments to accomplish department goals.
8. Performs other duties as assigned.

JOB QUALIFICATIONS:

1. MLS from an ALA accredited school.
2. Three years of collection development experience required
3. Experience with managing an adult fiction collection preferred
4. Experience creating and executing adult book discussions virtually and in-person preferred; experience coordinating and hosting author events preferred
5. Knowledge of adult and youth literature.
6. Dedicated to public service.
7. Dedicated to providing positive customer service.
8. Enthusiastic, positive, friendly, self-motivated, creative and approachable.
9. Strong obligation to confidentiality.
10. Strong organizational skills and attention to detail.
11. Proficient in MS Office, Internet browsers, and other computer related technology.
12. Excellent verbal, written, and interpersonal communication skills.
13. Values diversity in the workplace and in the community.
14. Ability to speak multiple languages helpful.
15. May require a valid Michigan driver’s license based on assignment.

January 2022
WORKING ENVIRONMENT:
1. Physical mobility, vision, hearing, and manual dexterity essential.
2. Maintain physical condition necessary for sitting, standing, bending, and/or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 500 pounds; operating assigned equipment; picking up litter; spreading ice melt.
3. Evening, weekend, and some holiday hours are required.

Hours: 40 hours per week including evenings and weekends

Salary: $45,555 - $59,222

Benefits: Benefits are offered with this position (sick, vacation, personal business, paid holidays, 457 defined contribution retirement)

Application:
- Only complete application packets (which include a current Novi Public Library application, resume, and cover letter) will be considered. Incomplete application packets will not be reviewed.
- NPL applications available at https://novilibrary.applicantpro.com/jobs/
- Employment offer dependent on results of a physical, background check, and in-person job skills testing.
- Send to:
  
  Nicole Williams, HR Specialist
  Novi Public Library
  45255 Ten Mile Rd.
  Novi, MI 48375
  nwilliams@novilibrary.org

Deadline: Open Until Filled

Posting: This position is being posted concurrently for both internal and external candidates.
Part-time Children’s Librarian/Programming Aide

The Clarkston Independence District Library is seeking a creative, enthusiastic, and organized individual to join our team-oriented work environment. The successful candidate will be highly collaborative with the youth services team and interested in providing excellent programming for children ages 0-18.

Salary:
- **Children’s Librarian**: $20.00 - $27.00 per hour
- **Programming Aide**: $15.00 - $18.00 per hour

Hours: 15-27.5 hours per week; Some weekends required

Primary job duties:
**Duties include, depending on position, but are not limited to:**
- Plan, prepare and facilitate programs for children from birth to age 18
- Provide direct assistance to patrons at the Information Desk, regarding use of library material, equipment, and services
- Maintain and cultivate relationships with parents and other family members, the public, schools, teachers, other libraries, and professional organizations
- Promote collections through creation of displays
- Perform other library duties as assigned

Qualifications:
- **Children’s Librarian**: Master’s degree in Library and Information Science or significant progress made towards completion of degree.
- **Programming Aide**: Educational degree and/or previous work with children preferred.
- Professional and enthusiastic attitude towards providing public library service to patrons
- Experience working with children
- Familiarity with popular reading materials and genre collections for youth
- Strong oral and written communication skills
- Ability to establish and maintain effective working relationships
- Knowledge of Integrated Library systems, Polaris preferred
- Ability to lift, push and/or pull at least 20 pounds
- Flexibility to work varied hours

Reports to: Head of Children’s & Teen Services

Send cover letter and resume by email to Administrate Assistant, Nicole Evans: evansn@cidlibrary.org
Attention: Stacia Serafin, Head of Children’s and Teen Services
Clarkston Independence District Library
6495 Clarkston Road, Clarkston, MI 48346

Deadline for Applications: February 28th, 2022