

General Description

Assists in the development of the library's collections in order to create a rich array of offerings based on the community's needs and collection procedures.

Hours

This position shall be a part-time hourly position and is scheduled for 25 hours per week with the potential for more. Some evenings and weekends required. Schedules are completed on a monthly basis.

Compensation

Starting wage will be \$15.00 per hour

Supervision

All staff report the Executive Director. In absence of the Executive Director, staff will report to the Library's Assistant Director.

Essential Duties

- Follow the library's collection development policies and procedures
- Provide systemwide weeding of materials once demand, value, and/or condition diminishes
- Monitor and assess library, publishing, and entertainment industry trends and their potential impact on selection decisions
- Adhere to assigned budget
- Respond to patron requests for materials
- Manage donations
- Coordinates with MCLS for billing, technical, and transit issues
- Manages MeLCat, ensuring holds are processed for patrons
- Runs RIDES reports
- Essential clerk duties
- Tracking, analyzing, and disseminating statistics of current selections and effectiveness of marketing campaigns as they pertain to usage and monitors patron feedback regarding satisfaction and engagement with current collections.
- Facilitate library acquisitions, including monthly purchasing of materials within budget parameters
- Manage digital resource negotiations (i.e. ancestry, Ebsco) and licensing (SWANK)
- Other duties as assigned by the Executive Director

The above statements are intended to describe the general nature and level of work being performed by a person in this position. The statements should not be interpreted as all duties that may be performed.

Required Qualifications

- High School Diploma or its equivalent required. Some college or Bachelor's Degree preferred.
- Proficiency in operating and troubleshooting office equipment.
- A candidate must possess a Library of Michigan Level 4 certification or obtain certification within the first year of employment (See State Aid to Public Libraries Application Process Michigan Department of Education, Library of Michigan Issued October 1, 2011).
- Experience with collection development required
- Experience working with the public/customers service; experience in a public library preferred.
- Valid Michigan Driver's License.

Working Conditions

- Generally, will work within a normal office environment
- Work hours are varied, and require some evening and weekend hours
- Occasional sitting/standing/stooping in one position for extended periods of time
- Ability to lift and carry twenty pounds and occasionally, fifty pounds

I have read this job description as presented by my supervisor and am able to meet the requirements expressed therein.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____