

Salem Township Library

Circulation Librarian - Social Media and Community Focus

We are looking for a friendly librarian with a passion and excitement for life-long learning and books to join our team. You'll ensure that the library runs smoothly on a daily basis, and all patrons are happy with our services. Some important librarian tasks you'll be undertaking include maintaining the library's Facebook page, website and all library public communications, checking in and out library materials, and providing basic reference services. With this position, you will also be involved in shaping the future of our library spaces, as well as our online, social media and community presence.

To do this job, you'll need to be friendly, welcoming and a people person, since you'll regularly interact with patrons and other library employees. Patience is also a must, as you'll often handle multiple tasks.

Primary Responsibilities:

- Supervise and handle majority of check-ins and check-outs; overdue, collection and billing notices; clearing of patron fines and bills
- Help maintain the availability of library materials by shelving books and other materials, reading the shelves and organizing materials into their proper sequence
- Assist and instruct patrons in using library services, equipment, and facilities as well as digital services, apps and devices
- Notify patrons of books on hold (as needed) and maintains hold reports
- Assist patrons with copy/fax machine and use of computers
- Keep petty cash and daily circulation statistics
- Registers new patrons and issues library cards
- Answers in-person inquiries, helps customers locate needed materials and refers customers to other appropriate assistance
- Checks materials for damage and makes repairs if possible
- Finishes processing and covering new materials for active circulation
- Oversees the library's Facebook page and all its content and communications
- Oversees the library's website and all its content and communications
- Creates and publishes all library advertising. This includes, but is not limited to, library brochures, in-library program flyers and signs, all sign-up sheets and any advertising throughout the community and online.
- Oversees all library apps and digital services; keeping the staff and patrons up to date on any changes, new features or any new apps and digital services the library acquires.
- Oversees customers and their use of the library and its resources maintaining the appropriate atmosphere and discipline depending upon the area and the customers being served
- Maintains library confidentiality regarding patron records
- Attends team meetings once a month
- Attends workshops for professional development
- Continuously develops a strong knowledge of the library collection and materials, as well as its strengths and weaknesses

Secondary Responsibilities:

- Creates displays to highlight book collections and services
- Assists with the development, implementation and leading of library programs and/or promotional events

- Oversee the library to ensure cleanliness, order, and protection of the library's resources
- Publish and update content on the library's website as requested
- Assists Director with weeding of library materials
- Assists with grant work as requested

Necessary Skills and Abilities:

- Familiarity with a wide range of literature
- Projects a positive and pleasant attitude to the public and cooperates and maintains an effective relationship with other staff members as part of a team
- Strong customer service skills and patience with patrons
- Ability to express ideas clearly and effectively to individuals and groups through verbal, written and visual communication
- Accepts assignments and is qualified to work in any department within the Library organization
- Ability to set goals, meet deadlines and work independently, with a high attention to detail
- Ability to work well with a team
- Ability to work in an environment subject to continuous interruptions and background noises
- Flexible and open to change
- Excellent computer skills with the ability to operate computers with proficiency and use library software, word processing, spreadsheets and the Internet
- Good problem-solving skills
- Strong organizational skills
- Ability to multitask
- Strong initiative and work ethic with a commitment to the library and its current and future success
- Ability to lift, carry and transport up to 40 pounds
- Ability to shelve or retrieve library materials from all heights of shelves

Education and Certification:

- Must have attained high school completion
- Must be willing to complete and maintain certification as required by the Library of Michigan

Schedule and Pay:

- Part time: 16-22 hours per week on average. Typically, two days a week from 9:30am-6:00pm. Must be able to work one or two evenings per month and one or two Saturdays per month.
- Must be flexible.
- \$13.50 per hour

This job description is not, nor is it intended to be, a complete statement of all duties, functions, and responsibilities which comprise this position.

Application is available at www.burnips.llcoop.org. To apply, please submit a resume, cover letter and completed application to Lisa Vande Bunte, Library Director: burlvb@llcoop.org
 OR Salem Township Library | 3007 142nd Avenue | Burnips, MI 49314
 Position open until filled.