



## Redford Township District Library invites applications for the position of **Sunday Librarian**

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The Redford Township District Library (Redford, MI) believes in connecting our customers with the books they love, information they need and the world they live in. RTDL is currently welcoming applications for a Sunday Librarian. We are looking for someone to join our team who can help us serve the community through their helpful spirit, creativity, and passion for connecting people to the transforming power of knowledge.

Here's what you'll need to be:

- A team player, who enjoys working with patrons of all ages
- Skilled in computer use and emerging technologies
- Energetic with a passion for providing excellent customer service
- A contributor of relevant ideas and creative solutions as they relate to our collection, programming, patrons, and community

This position is for Sundays, 11:30am – 5:00pm (2 – 4 per month). Some substitute hours may be available other days/times. The Library is open on Sundays during the school year only.

If you are interested, please read the job description attached and email your resume and application to:

Garrett Hungerford, Library Director  
[ghungerford@redfordlibrary.org](mailto:ghungerford@redfordlibrary.org)

Link to Application: [http://redfordlibrary.org/images/pdf\\_Home/rtdl\\_employment\\_application.pdf](http://redfordlibrary.org/images/pdf_Home/rtdl_employment_application.pdf)

**Job Title: Sunday Librarian (Part-time)****Status: Non-exempt****Starting Wage: \$16.87****Hours: Sunday, 11:30am – 5:00pm (2 – 4 per month)****Supervisor: Head of Adult Services****Posting Date: June 28<sup>th</sup>, 2017****Closing Date: July 12<sup>th</sup>, 2017****Job Summary**

The primary responsibility of this position is to assist with delivery of reference, technology help, and reader's advisory services to patrons of all ages.

**Examples of Work**

- Assist with reader's advisory in person and over the phone to patrons of all ages.
- Assist patrons with computers, Wi-Fi, photocopiers, and other equipment.
- Assist with collection development duties, including processing materials.
- Explain library policies and serve as the Librarian in charge
- Carry out goals that align with RTDL's strategic plan.
- Create positive customer experience.
- Participates in RTDL staff functions and training.
- Other duties as assigned.

**Minimum Training and Experience**

- Master's Degree in Library Science from an accredited university.
- Proficiency in the use of computers for library work; including the ability to access and utilize Internet resources and office software applications.
- Preferred: public library experience, familiarity with databases, and previous use of SirsiDynix Symphony.

**Other Requirements:**

This position requires:

- The ability to analyze and resolve problems, organize tasks, set priorities, achieve goals, maintain records, and facilitate positive relationships with staff and patrons.
- The ability to communicate effectively verbally and in writing with a diverse population, both within and outside of the library.
- The ability to sit or stand for extended periods of time in the performance of the duties associated with this position. Lifting objects weighing up to 50 pounds without assistance is also required. The ability to access, input, and retrieve information from a computer is essential to this position.

This is not intended to be a contract or an all-inclusive list of duties. Employees may be required to perform other duties necessary to meet the on-going needs of the Redford Township District Library.