

**Canton Public Library is seeking Librarians who find joy in connecting with others to join our team and forward our mission.** At CPL, Librarians collaborate with staff across the library to:

- Create enriching and meaningful experiences for library visitors of all ages.
- Curate collections that support the informational, educational and recreational information needs of the community.
- Connect patrons to the information needed to pursue their best life using research expertise and problem-solving skills.

The person hired will have a primary focus on experiences, while also contributing to collections and connecting patrons to information. Successful candidates for this position will be able to demonstrate good judgment; are curious and flexible in their thinking; and have a history of working with others to achieve positive outcomes.

#### **SCHEDULED HOURS AND COMPENSATION**

- 20-24 hours per week (negotiable), including days, evenings and weekends
- \$26.31 - \$32.21 per hour
- Paid vacation accrual with one weeks' vacation available upon hire
- Annual sick leave allowance
- Paid holidays: Nine official holidays plus three discretionary holidays and your birthday
- Employee Assistance Program (EAP), Stellar Staff Award program, Longevity Awards and an active Social Committee
- 457(b) Defined Contribution retirement plan

#### **APPLICATION INFORMATION:**

Only complete application packets (that include a current [CPL application form](#), resume and cover letter) will be considered. *Incomplete application packets will not be reviewed.*

#### **Submit complete application packets to:**

Marian Nicholson, Department Head – Business Services  
Canton Public Library  
1200 S. Canton Center Road  
Canton, MI 48188  
[jobs@cantonpl.org](mailto:jobs@cantonpl.org)

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#### **FULL JOB DESCRIPTION:**

Under the direct supervision of the Librarian Manager, the Librarian is responsible for providing reference, readers' advisory, roving, programming, and collection development services to the public. The nature of the work requires daytime, evening, and weekend hours. Regular part-time employees are non-exempt from overtime under FLSA guidelines.

#### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Provides Reference, Readers' Advisory, and Roving services to the public.
  - Accurately and efficiently answers patron questions in various forms, including library account information, finding collection items and checking out materials.
  - Responds to patron questions following established policies and procedures, selecting appropriate solutions and communicating options to the patron.
  - Refers patron queries and issues beyond the Librarian's scope of authority to library administration.

- Assists and educates patrons in the use and navigation of the library's website, e-material platforms, and other online services. Demonstrates and troubleshoots the use of equipment, software, mobile devices, and other technology.
- Performs reader's advisory by suggesting age-appropriate materials to patrons.
- Assists at all public service desks as needed.
- Greets and assists patrons throughout the entire library, enforcing library policies using a polite and professional approach.
- Researches, plans and presents programs and develops outreach and partnership opportunities that meet the needs of the community as outlined in the Strategic Plan or in response to patron demand.
  - Proposes programs to the Program Librarian.
  - Completes paperwork associated with programming, following established procedures.
  - Sets up and cleans up for programs.
  - Works collaboratively with community entities and partners as a representative of the library.
- Selects, develops, and maintains collections as assigned by the Collection Development Specialist.
  - Maintains assigned collections according to established standards.
  - Reviews, updates, and revises Collection Development Plan for assigned collection areas.
  - Makes recommendations to the Collection Development Specialist to establish new collections, or end collections that no longer meet the needs of the community.
  - Makes budget recommendations for assigned collections to the Collection Development Specialist and stays within approved budget.
  - Prepares displays as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Provides training, mentoring and guidance to new hires, interns, practicum students and volunteers as assigned.
- Compiles, reviews, and/or interprets statistical data.
- Participates in the development of long- and short-term plans for the department and the organization.
- Accepts special assignments or duties in support of the library's goals and objectives.
- Independently or with others researches, recommends, implements and monitors projects as assigned.
- Serves on workgroups/committees and participates in initiatives as assigned, both within the library and with outside entities, partners, or associations.
- Stays informed of library news and events via review of all forms of library communication: website, email, SharePoint, library newsletter and blog. Contribute content as appropriate.
- May act as Librarian-in-Charge in the absence of library administration.
- Provides assistance in maintaining the neat and orderly appearance of the library.
- Ensures building security after library closing (check doors, clear the building and set alarm) as necessary.
- Writes detailed, clear and concise incident reports, obtaining case numbers in the event of police involvement.

#### **REQUIRED QUALIFICATIONS AND SKILLS**

- Master's Degree from an ALA-accredited library science program.
- One year of experience in a customer service environment.
- Written and verbal communication skills at the level typically acquired with the completion of a Master's degree.
- Proficiency with common computer applications, including Microsoft Office and the Internet.
- Punctuality and dependability.
- Consistent display of public service attitude that reflects the library's values.
- Knowledge of library operations and services, including an understanding of and adherence to fundamental principles of open access to library materials and the privacy rights of patrons.

- Ability to work with patrons of varied backgrounds, ages, and abilities.
- Demonstrated ability to translate methods used in other libraries and industries to suit the needs of the library.
- Ability to work independently to analyze and evaluate current library services, programs and practices and to revise and develop programs and services as needed to respond to patron needs.
- Ability to complete special projects while maintaining routine duties.
- Ability to effectively exercise initiative and independent judgment, and assume responsibility without close supervision.
- Ability to maintain a calm atmosphere, ensure safety, and respond to emergencies.
- Ability to persuade, negotiate and resolve conflict.

**PREFERRED QUALIFICATIONS**

- Coursework related to area of focus.
- Prior professional experience in a public library.

**ESSENTIAL PHYSICAL FUNCTIONS**

- Ability to lift and carry boxes up to 25 lbs. and push carts weighing up to 200 lbs.
- Ability to sit, stand, and walk for long periods, and the ability to bend, reach, stoop, or crouch.
- Ability to communicate clearly and effectively, in writing and verbally.
- Ability to efficiently review, comprehend and produce a wide variety of materials in both electronic and hard copy form.
- Ability to work effectively under stressful conditions in a fast-paced environment.

*Canton Public Library is an equal opportunity employer and values diversity. All employment is decided based on qualifications, merit and business need. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

*This job description is not a contract between the library and the employee, nor an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas. The library reserves the right to revise this job description at its discretion.*