

POSITION VACANCY ANNOUNCEMENT

Kalamazoo Public Library Branch Librarian FTE 0.5

Patron Services Department

Position Summary: Responsible for professional library duties that support the patron services at branch locations under the direct supervision and general guidance of the Head of Patron Services. Duties to include performing public service desk duties, preparing and implementing programs for all ages, providing reference and materials advisory services, and assisting in the development and maintenance of branch collections.

Duties and Responsibilities

1. Assists patrons at public service desks: helps locate materials; answers reference and readers' advisory questions; instructs patrons in use of the all library resources.
2. Assists in the planning, implementation and presentation of system-wide programming.
3. Participates in collection development and management: reviews and becomes familiar with new materials; assists in selecting materials for collection; follows established guidelines for weeding collections.
4. Coordinates and creates material lists and other tools for patrons to promote materials within the branches.
5. Contributes to Library web pages; posts to staff blogs as assigned.
6. Volunteers at two KPL events annually.
7. Participates in departmental meetings, library wide committees, and training opportunities.
8. Performs other tasks as assigned.

Minimum Qualifications

- Master's degree in Library & Information Science from an ALA accredited program with coursework in public library service.
- Basic knowledge of library operations.
- Broad knowledge of classic and contemporary literature, movies and music.

Desirable Qualifications

- Previous library experience.

Salary

\$22,510 annually; Entry level (or closest step to current salary for transferring employee); pro-rated health insurance; fully paid dental, vision, and life insurance; fully paid retirement; pro-rated vacation, sick leave, and holidays

Schedule

20 hours per week including 1-2 evenings per week, every 3rd Saturday, and 6 Sundays per year.

Completed application, cover letter, and recent resume should be sent to Terry New in Human Resources office. Applications available in Administrative Services or at www.kpl.gov

Deadline: Friday, July 15, 2011 5:00 pm