

## The Role

The Redford Township District Library is seeking an energetic, customer-focused librarian to provide information, reference, and reader's advisory services to patrons of all ages. This position primarily works at youth, adult, and technology service desks and assists patrons with a wide range of information and technology needs. RTDL is a busy community library with a highly active youth area, and successful candidates will enjoy working in an energetic public service environment while engaging with children, families, teens, and adults.

## Key Responsibilities

- Provide reference, reader's advisory, and general information services to patrons of all ages in person and by phone.
- Provide public service coverage at youth, adult, and technology service desks as scheduled.
- Offer technology assistance and instruction across a variety of devices and platforms.
- Foster a positive, welcoming, and helpful library experience for patrons.
- Support library initiatives aligned with RTDL's strategic goals and collaborate with staff across departments.

## Minimum Qualifications

- Master of Library and Information Science (MLIS) degree from an ALA-accredited program, or near completion.
- Strong computer skills and ability to assist patrons with online resources and office software applications.

## Preferred Qualifications

- Experience working in a public library or other public-facing service environment.
- Familiarity with online databases and digital resources.
- Experience using TLC CARL•X or similar integrated library systems.

## Other Requirements

- Ability to work effectively in a busy public library environment serving patrons of all ages.
- Demonstrated enthusiasm for engaging with patrons of all ages in an active community library setting.
- Strong verbal and written communication skills.
- Ability to organize tasks, prioritize responsibilities, and build positive relationships with staff and patrons.
- Ability to sit or stand for extended periods and lift up to 50 pounds unassisted.
- Comfort using computers to access, input, and retrieve information.

## Employment Details

- Compensation: Starting at \$24.00 per hour, with annual increases.
- Schedule: Full-time and part-time candidates will be considered. Part-time schedules are typically 15–20 hours per week and may include weekday, evening, and weekend hours.
- Benefits: Positions are eligible for paid time off and holiday pay in accordance with library policy. Full-time positions are eligible for a comprehensive benefits package.
- Reports to: Head of Information Services

## How to Apply

- Submit an application and resume at: [rtdl.org/about/employment/](http://rtdl.org/about/employment/)
- Deadline: Applications received by April 3<sup>rd</sup> will receive priority consideration. Position open until filled.