

## The Role

The Redford Township District Library is seeking an enthusiastic and detail-oriented Adult Librarian to join our team, with a primary focus on collection development. This role is responsible for selecting, evaluating, and maintaining materials that meet the needs and interests of our adult patrons, ensuring a relevant, diverse, and high-quality collection. Additional responsibilities include providing service desk coverage and supporting programming and other public service as needed. The ideal candidate will have a strong knowledge of current publishing trends, a commitment to responsive and inclusive collection building, and a dedication to serving the community.

## Key Responsibilities

- Lead collection development for adult materials, including selecting, evaluating, and weeding items.
- Monitor publishing trends, review sources, and community interests to inform purchasing decisions.
- Manage assigned portions of the collection budget and track expenditures.
- Provide reference, reader's advisory, and general information services to patrons in person and by phone.
- Offer technology assistance and instruction across a variety of devices, platforms, and digital resources.
- Participate in outreach activities to increase library visibility and engagement within the community.
- Collaborate with staff across departments to support RTDL initiatives and services.

## 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 with collection analysis, weeding, and data-informed decision-making.
- Experience using TLC CARL•X, CollectionHQ, or similar systems.

## Other Requirements

- Ability to work effectively in a busy public library environment serving patrons of all ages.
- Strong verbal and written communication skills.
- Ability to organize tasks, prioritize responsibilities, and work both independently and collaboratively.
- 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: \$58,240 annually (\$28.00 per hour), with annual increases.
- Benefits: Health, dental, and vision (100% employee / 80% dependents), retirement with 6.5% match, PTO/Holidays.
- Schedule: 40 hours per week; includes weekday, evening, and weekend hours.
- 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 May 15<sup>th</sup> will receive priority consideration.