



Job Posting – Library
Part-Time Librarian

Pay Range:

\$23.88 per hour, up to 28 hours per week including nights and weekends.

Benefits:

Part time employees are eligible to earn 1 hour of sick time for every 30 hours worked.

Duties:

- Provide reference assistance and reader's advisory to library patrons of all ages.
- Select, develop, and maintain collections as assigned.
- Plan, prepare for, and present programming and book discussions that meet the needs and interests of the community.
- Assist patrons in the use of computers and technology (internet, productivity software, downloads, devices, etc.).
- Other duties as assigned.

Requirements:

- Master of Library and Information Science from an American Library Association-accredited program, or graduation from such program within six months.
- High level of commitment to provide superb customer service to library users of all ages.
- Familiarity with a range of authors, genres, and subjects.
- Ability to problem-solve technology issues and to assist patrons in the use of technology (internet, productivity software, downloads, devices, etc.).
- Willingness to work a varied schedule including nights and weekends.

To Apply:

Deadline to Apply: March 28, 2025

Please submit a completed application to Human Resources Director Jessica Stover at hr@berkleymi.gov.

Applications can be downloaded on the City website located at: <https://www.berkleymi.gov/employment>

EEO/ADA Statement:

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Berkley does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 658-3356 or Jstover@berkleymi.gov if auxiliary aids or services are needed. Reasonable advanced notice is required.