

Ann Arbor District Library Employment Opportunity

Job No.	12-013	<i>Casual Staff Position</i>
Job Title:	Public Library Associate	
Department:	Youth & Adult: Services & Collections	
Supervisor:	Manager of Youth & Adult: Services & Collections	
Hiring Range:	Beginning of Masters Program \$12.28 per hour ¼ completion of Program \$12.70 per hour ½ completion of Program \$13.12 per hour ¾ completion of Program \$13.53 per hour	
Union Position:	No	
Benefits:	No	Opening: March 22, 2012
Hours:	Part-Time, 16 to 19 hours per week, including some evening and weekend hours	Closing: April 5, 2012

General Information

The Ann Arbor District Library's Public Library Associate program offers paid, practical library experience for students currently enrolled in a School of Information/Library Science Master's program. Students may hold these positions for up to two years while completing their degrees, including semester breaks and intervals between semesters. The positions end at graduation or at the end of two years, whichever occurs first.

Students are responsible for providing evidence of enrollment and satisfactory progress toward completion of their degrees for initial placement.

Public Library Associate positions may also qualify for **Directed Field Experience** credit, with specifics to be arranged between the student and his/her AADL supervisor and the manager of the Practical Engagement Program (PEP) or equivalent.

Position Summary

The Public Library Associate provides information, reference and readers' advisory services at the public service desks as a part of a departmental team. The Public Library Associate also has collection maintenance assignments which may include fiction, nonfiction materials, and A/V collections. In addition, the Public Library Associate is expected to develop and/or assist with library programs and/or product development. As part of a regular weekend rotation, staff in this position will work at public service desks throughout the AADL system.

Essential Duties and Responsibilities include the following; other duties as assigned:

- Provides information, reference service and readers' advisory service to AADL and Washtenaw Library for the Blind and Physically Disabled patrons of all ages in person, over the phone and via email and social media networks.
- Performs collection maintenance duties as assigned.
- Contributes to digitization efforts and other IT & Productions-based projects.
- Creates content for aadl.org, a staff wiki and/or the Intranet relevant to departmental subjects.
- Develops, plans, implements, or assists with library programs for all ages as appropriate.
- Creates, edits, or maintains bibliographic records to department standards.
- Serves on system-wide work groups and attends meetings as appropriate.

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Minimum Qualifications include:

- Current enrollment in a School of Information/Library Science Master's program.
- Successful and relevant work experience in a public service setting.
- Ability to work successfully with diverse patrons of all ages, ethnicities, and backgrounds.
- Positive attitude and approach to problem solving, customer service and public service.
- Ability to apply and use current and new technologies to expand and enhance customer service.
- Excellent communication and interpersonal skills.
- Strong organization and planning skills.

Preferred Qualifications include:

- Experience working in a public library.
- Experience or classwork in reference or research services.
- Experience with bibliographic instruction.
- Experience contributing content into a Content Management System.
- Ability to work successfully within a complex organizational structure.

This is a non-union, at-will position.

To apply, please submit a completed employment application form with optional cover letter and resume to:

Ann Arbor District Library
Human Resources
343 South Fifth Avenue
Ann Arbor, MI 48104

Application forms are available on the first floor of the Downtown Library on Fifth Avenue, at each branch location, and at www.aadl.org/aboutus/employment.

The Ann Arbor District Library is an EEO Employer.

The Ann Arbor District Library reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of its business.