



Charter Township of Waterford Job Description

Librarian I – Outreach Services

Department: Library
Supervised By: Librarian II – Adult Services
Supervises: No Supervisory Responsibility
Bargaining Unit: Teamsters
FLSA: Non-exempt

General Summary

Under the general direction of the Library Director or designee, performs a variety of library tasks requiring a working knowledge of library procedures. Duties include planning and conducting age appropriate library outreach programs and events, assisting patrons with reference and readers' advisory questions, assisting patrons with the use of computers, printers, software, and downloadable digital resources, and assisting with the selection and maintenance of the library outreach collection as well as other assigned areas.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists patrons in locating materials and information, utilizing various technologies and a working knowledge of the library system.
2. Provides reference and information service assistance to patrons using both printed and electronic resources.
3. Organizes delivery of library materials and services to home and assisted living facilities; will maintain and serve a client list of patrons and delivery materials on a regular basis.
4. Compiles data and completes a variety of reports using both manual and computerized spreadsheets and databases. Researches and makes recommendations to the Library Director or designee on ways to gather data, improve existing reports or initiate new reports.
5. Maintains assigned Library web pages and creates promotion pieces for outreach services as needed.
6. Plans and prepares library outreach programs and displays, working with staff at assisted living facilities and other off-site locations, appropriate to the needs of the community.
7. Demonstrates, teaches, and troubleshoots the use of public access office equipment including computers and related software as needed.
8. May lead group tours through the library, explaining library services and procedures.
9. May be assigned supervisory responsibilities for work activities of other service area personnel during a special project or event.
10. May be assigned to provide support in other service areas as necessary including back-up duties for Outreach Clerk
11. Other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Must possess a Master of Library Science or equivalent from a school of library science accredited by the American Library Association or be within 90 days of completion of program.
2. Must have a valid Michigan's Drivers License and be able to meet the Township's driving standards. Will be driving a Township Library vehicle on a regular basis for deliveries and outreach services.
3. Must qualify for state certification, within 6 months of hire, from the Library of Michigan as follows:
 - (a) Level 1 Certification, or
 - (b) Level 2 Certification
4. Knowledge of modern library service techniques, practices and principles.
5. Ability to serve library patrons efficiently, effectively and harmoniously.
6. Ability to operate computers, their operating systems and a wide variety of advanced operational and related software programs.
7. Ability to effectively use current technology with, and teach current technology to, patrons of all ages.
8. Must possess advanced word processing, database and spreadsheet software skills.
9. Ability to establish and maintain effective relationships with those contacted in the course of work, including patrons and colleagues.
10. Ability to communicate accurately, clearly and concisely in written, verbal and electronic formats.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to work in an environmentally controlled setting. Walking surfaces are well lit, tiled and/or carpeted.

This is low physically demanding position, requiring a limited range of motion. The use of both fine and gross muscles of the body is essential. Work is performed in the optimal working envelope of neck to navel and within arms reach. The use of a ladder to reach shelving outside of the work envelope is common. The employee is required to reach from approximately floor level to six feet. The side rotation of objects is approximately twenty-four inches (shelving of books). The employee is regularly required to lift objects of \pm 5 pounds and occasionally lifts objects of 10 pounds. The employee must be able to manually write and work with a computer keyboard. The ability to use a phone system is essential to this position. Vision or assisted vision is required. Verbal communication is essential.

Individuals with physical impairments can be accommodated to perform most essential task of these positions. The use of mobility assistant devices such as wheelchairs, walkers etc, is not a hindrance to this position.

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Start	\$ 24.17/hour
6 Months	\$ 25.59/hour
1 Year	\$ 27.01/hour
2 Years	\$ 28.43/hour

Posting Date:

Closing Date:

Closing Date: 02/27/2026 4:00 p.m.

Application forms for this job can be obtained from the Human Resources Department, 5200 Civic Center Drive, Waterford, Michigan or at <https://www.waterfordmi.gov/jobs>