

**December 3, 2024**

The Farmington Community Library is proud to be a welcoming space for everyone. Both FCL locations serve as public spaces for ideas, collaboration, and services that meet the community's needs. The Library actively seeks individuals whose commitment and contributions will advance our mission to engage our diverse community through resources and experiences that celebrate ideas, inspire creativity, and enrich lives. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team and reflect the community we serve

**POSITION:** Information Services Specialist – Children's Services Department  
(Part-Time, Non-Exempt)

**HOURS:** Minimum of 24 hours per week, including days, nights, and weekends on a flexible basis

**LOCATION:** FCL-Farmington Hills

**Responsibilities:**

Reports to the Head of Children's Services. The primary responsibilities of this position are to assist the public while working at the Information Desk and to develop creative and innovative programming.

- Providing quick and accurate reference and reader's advisory services to the public
- Developing and providing events for children ages 0-12 years and their caregivers
- Assisting patrons in using the online public access catalog, self-checkout machines, public computers, AWE computers, and public iPads
- May participate in collection development in assigned areas, under the supervision of a Librarian
- May assist with outreach activities under the supervision of a Librarian
- Other duties as assigned

**Minimum Required Qualifications:**

- Associate's degree in a related field OR 3+ years of relevant work experience
- Experience working with children, especially children ages 0-5 years
- A positive and enthusiastic approach to public service
- Excellent customer services skills, including over the phone, online, and in-person

- Effective oral and written communication skills, including excellent public speaking abilities and the ability to explain complex instructions and information to patrons and staff
- Ability to quickly understand and successfully utilize new systems, technologies and processes
- Ability to work with diverse audiences, maintain effective working relationships, and resolve minor conflicts
- Ability to understand and follow organizational and departmental priorities, procedures, and existing precedents and independently resolve minor problems
- Ability to manage time effectively, prioritize daily and weekly tasks, and demonstrate an attention to detail and flexibility

**Preferred Qualifications:**

- Awareness of trends in parenting and family needs
- Awareness of the best practices in Early Literacy skill-building
- Proficient in the use of technology including Microsoft Office Suite, Outlook, and Teams
- Experience working in a public library setting
- Knowledge of local nonprofit and community organizations as opportunities for library partnerships

**Physical Activity Requirements:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light work usually requires walking or standing to a significant degree.

**SALARY:** \$18.13 per hour

**BENEFITS:** Vacation, sick leave, personal leave, and holidays; Defined Contribution Plan; life insurance

**APPLICATION:** Application, resume, and cover letter due by **Tuesday, January 14 at 5:00 PM.**

To: Farmington Community Library  
 Attn: Crystal Peterson  
 32737 W. Twelve Mile Road  
 Farmington Hills, Michigan 48334  
 Electronically to: [Crystal.Peterson@farmlib.org](mailto:Crystal.Peterson@farmlib.org)

Farmington Community Library

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