

DECEMBER 19, 2025

Farmington Community Library is proud to be a welcoming space for everyone in the Farmington and Farmington Hills community. Both FCL locations serve as public spaces for ideas, create collaboration between neighbors and businesses, and offer services that meet community needs. The library actively seeks individuals whose commitments and contributions will advance our mission to be a diverse and equitable organization. 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: Assistant Department Head – Adult Services (FT Non-Exempt)

HOURS: 40 hours per week, including days, nights, and weekends on a flexible basis

DESCRIPTION: This position assists the Department Head in the operation of all aspects of the Department, including supervision of employees, program development, and customer service.

RESPONSIBILITIES:

- Manage processes to improve staff performance and improve patron experience.
- Oversee daily operations of the Adult Department at the Farmington location, for efficient workflows and quality service.
- Supervise staff at both locations when Department Head is absent; lead orientation and training for new staff at Farmington; assist with evaluations.
- Represent the department in Supervisors' meetings and lead departmental meetings as needed.
- Collaborate with the Department Head to develop goals, policies, schedules, budgets, and collection fund allocation.
- Provide reference and readers' advisory services; assist patrons with technology and online resources.
- Maintain assigned collections through selection and weeding; assist in developing library programs and services.
- Serve on committees and act as liaison to community and consortium groups.
- Act as Staff-In-Charge when assigned, making informed decisions regarding security, emergencies, and conflict resolution.
- Perform other duties as needed.

MINIMUM REQUIREMENTS:

- Master's degree in Library and Information Science from an ALA-accredited institution.
- Professional librarian certification from the Library of Michigan.

Farmington Community Library

FCL Farmington • 23500 Liberty St. • (248) 553-0321

FCL Farmington Hills • 32737 W. 12 Mile Rd. • (248) 553-0300

- Positive, enthusiastic approach to public service with strong customer service skills (phone, online, in-person).
- Proficient in Microsoft Office; quick to learn new systems and technologies.
- Excellent oral and written communication skills; able to convey information clearly to diverse audiences.
- Strong interpersonal and leadership skills; ability to manage departmental responsibilities to ensure quality, in alignment with goals and guidelines.
- Skilled in collaboration, conflict resolution, and serving diverse audiences.
- Commitment to enhancing staff and patron experiences; able to train staff in professional librarianship.
- Knowledge of classic and contemporary literature for tailored recommendations.
- Thorough understanding of library policies and procedures; able to maintain confidentiality under the Library Privacy Act.

PHYSICAL REQUIREMENTS:

Ability to lift or carry up to 30 lbs., push or pull carts up to 50 lbs., and sit, stand, walk, bend, reach, and stoop for extended periods. Must have sufficient vision, hearing, and speech to perform job functions.

SALARY RANGE: \$56,400 - \$61,800

BENEFITS: Vacation, holidays, medical insurance, sick time, life insurance, MERS retirement savings programs, and more

APPLICATION: [Application](#), cover letter, and resume accepted through **Friday, January 16, 2026, 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