





Plymouth District Library – Job Posting

Facilities Coordinator

Full time – 40 hours per week

Schedule includes daytime, evening, and weekend hours

Salary \$58,900.00 - \$65,400.00

9.5

WHAT WE ARE LOOKING FOR:

We are looking for someone with a background in trades who can tactfully manage multiple ongoing building projects. We want to hear from you if you are outgoing with excellent communication skills. The ideal candidate will be comfortable getting hands-on with our facilities when necessary and will commit to developing relationships with trusted contractors and vendors to keep our facility upgrades moving forward. This position will also supervise custodial staff, so experience managing others is a plus.

OUR LIBRARY AND COMMUNITY:

Plymouth District Library is located in busy downtown Plymouth, MI, midway between Detroit and Ann Arbor. We serve the Plymouth Community which is comprised of 36,650 residents living in the City of Plymouth and the Charter Township of Plymouth, as well as the patrons of 75 Detroit-area libraries through a reciprocal borrowing agreement facilitated by The Library Network.

The library serves as a significant community hub and maintains strong partnerships with local and regional community groups, governments, schools, businesses, and cultural organizations. Plymouth's rich history has included the library for nearly 100 years. Strong community support has resulted in a dedicated perpetual millage, a robust Friends organization, and more than 100 adult volunteers. Pre-pandemic, over a 1,000 visitors a day used the library to participate in programs, use our meeting and study rooms, borrow materials, use technology, and connect with others.

The library contributes significantly to the high quality of life available in the Plymouth community. Our sense of community is created by beautiful neighborhoods, spacious parks, robust sport, education system, cultural and arts organizations, and dedicated community service organizations. Our vibrant, walkable downtown is full of unique shops, restaurants, entertainment and recreational options, all surrounding Kellogg Park as the centerpiece and host of year-round events. The library is just steps from all of this in our central downtown location and plays an active role in community events.

Plymouth District Library is an equal opportunity employer. We seek to represent and reflect our community in all that we do. We encourage people of color, people who identify as LGBTQ+, people with disabilities, and people from non-dominant backgrounds to apply.

TO APPLY:

Send a cover letter and resume to:

Shauna Anderson, Library Director
humanresources@plymouthlibrary.org

Deadline to apply is _____ at 4pm.

Plymouth District Library – Job Description

POSITION TITLE: Facilities Coordinator

JOB SUMMARY:

Under the supervision of the Library Director, the Facilities Coordinator oversees building-related projects and ensures that the library facilities are kept in excellent repair. This position requires flexible scheduling, with the ability to work early mornings, evenings, and weekends as needed to oversee building maintenance.

JOB DUTIES:

An employee in this position may be called upon to do any or all of the following duties. These examples do not include all of the duties which the employee may be expected to perform.

- Acts as the primary project manager on building-related renovations, updates, and maintenance
- Maintains excellent communication and record-keeping on all facility projects
- Gathers quotes from a variety of vendors, researches contractor references, and helps prepare bids for building projects
- Advises library administration in budget forecasting and planning for future building needs
- Supervises custodial staff and various contractors
- Performs general housekeeping and maintenance duties
- Assists in moving heavy items such as furniture or books
- Provides preventative maintenance throughout library facilities
- Attends to minor repairs such as clogged drains, lightbulb replacement, debris removal, etc.
- Monitors building controls and takes action when needed
- Delivers and picks up materials needed for library maintenance or operations

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND MINIMUM QUALIFICATIONS:

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

- High school diploma or equivalent
- Valid Michigan Driver's License
- Prior experience working in trades or facilities management
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with library employees, contractors, vendors, and the general public
- Ability to perform regular inspections of buildings, grounds, equipment, and facilities
- Ability to complete minor repairs to HVAC equipment, plumbing and electrical systems
- Ability to work independently after being given instructions
- Ability to communicate effectively both verbally and in writing
- Familiarity and knowledge of digital productivity tools

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 duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform these duties.

While performing the duties of this job, the employee is regularly required to utilize a variety of hand and power tools including saws, wrenches, screwdrivers, shovels, brooms and other tools requiring coordination, balance and clear sight. The employee is frequently required to work in areas that range from floor level to in-excess of eight feet. A ladder must be used on occasion to access light fixtures and other areas. The employee is frequently required to move equipment and furniture of moderate to heavy weight. The employee is frequently required to communicate with others in person and on the telephone.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; high places; airborne particles; and outside weather conditions. The noise level in the work environment can range from quiet to very loud, depending on the location of work and task being performed.

GRADE/SALARY:

- \$58,900.00 - \$65,400.00 (pay grade 12)
- Paid vacation, holiday, and sick time. Employer paid life and disability insurance.
- Medical insurance, dental insurance, 457B deferred contribution plan benefits.
- MERS Retirement plan, with vesting of 8 years. VEBA retiree health care plan, after 10 years.



Plymouth District Library – Job Posting

Teen Services Librarian

Full time – 40 hours per week, Exempt
Schedule includes daytime, evening, and weekend hours
Salary \$48,500.00 - \$52,900.00

9.6

WHAT WE ARE LOOKING FOR:

Plymouth District Library is seeking an energetic and community-oriented Teen Librarian to provide services, programs, and collections for teens and their parents/caregivers.

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humanresources@plymouthlibrary.org

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Plymouth District Library – Job Description

POSITION TITLE: Teen Services Librarian

JOB SUMMARY:

The Teen Services Librarian reports to the Youth and Teen Services Coordinator. The **Teen Services Librarian** position performs a variety of professional in-library, out-of-library, and online programs and services in support of teens, caregivers, families, schools and other organizations serving teens.

JOB DUTIES AND RESPONSIBILITIES:

- Demonstrate respect and support of diversity and inclusion of cultural values, and continually develop cultural awareness and understanding of self and others.
- Knowledge of current trends
- Provides all library users with assistance in reference, readers' advisory, information literacy, to patrons of all ages
- Plans and executes collection development in a variety of formats and subject areas, including selection, display, access, analysis, weeding, and budget management.
- Plans and executes programs and services for teens to promote or facilitate the use of library resources. This includes, but is not limited to, seasonal reading programs, book talks, school visits, STEM workshops, book discussion groups, and Makerspace programming.
- Recommends annual goals and objectives for the teen department.
- Creates an environment that attracts and invites teens to use the facilities and collections.
- Facilitates and maintains teen pages on the library's official web site, as social networking accounts set up to reach out virtually to the library's teen patrons.
- Works as a liaison with the schools to encourage teens to use the library.
- Plymouth community teen champion and advocate.
- Attends and participates in staff meetings and committees.
- Represents the Library in community organizations.
- Performs other tasks as assigned.

QUALIFICATIONS:

- MLIS or equivalent from an ALA accredited library school.
- Knowledge of current reading, viewing, and listening interests of teens.
- Ability to read, analyze and interpret reference resources, general business periodicals, professional journals, policy and procedure manuals and governmental regulations. Ability to write reports, book reviews, readers' advisory materials and business correspondence.
- Ability to effectively present information and respond to questions from teens, parents, teachers, patrons, managers, coworkers and members of the community. Ability to apply active listening skills. Ability to deal effectively with confrontational individuals and/or challenging situations.
- Must work effectively with adults, teens, and youth; be committed to and enthusiastic about teen library services.
- Must be able to establish and maintain effective working relationships with other employees, managers, and vendors.
- Strong public service orientation.

- Flexibility in scheduling is required. This position requires evenings and weekends throughout the year.
- Digital media skills such as gaming, coding, and video/audio editing preferred.

GRADE/SALARY:

- \$48,500.00 - \$52,900.00 (Grade 10)
- Paid vacation, holiday, and sick time. Employer paid life and disability insurance.
- Medical insurance, dental insurance, 457B deferred contribution plan benefits.
- Continuing education opportunities, both regional and national.