

Title: Part-Time Adult Services Specialist

Reports to: Head of Adult Services

Schedule: Maximum of 28 hours/week; schedule includes day, evening, and weekend hours

Hourly Rate: Starting at \$21.44/hr

Benefits: Optional 457 plan, accrue 1 hour of paid sick leave for every 30 hours worked, paid holidays

Nature and Scope of Position: Performs frontline customer service at the adult reference desk, provides reference services to patrons, delivers programming to the community, and assists with collection management.

Primary Responsibilities and Duties:

- Promotes a welcoming environment for patrons.
- Works at the reference desk assisting patrons with print and digital resources.
- Provides reference and readers' advisory assistance in-person, by phone, and by email.
- Provides support and instruction about library equipment and technology.
- Assists with selecting and deselecting materials for various adult collections under the guidance of the department head.
- Plans, implements, and evaluates library programs ensuring they fulfill the educational, recreational, and personal needs of adults in the community. Experience or interest in developing craft-based programming for adults is preferred.
- May attend relevant workshops and meetings.
- Participates in all departmental and library staff meetings.
- Performs other duties as assigned by the Head of Adult Services.
- Pursues continuing education and training to build or maintain current knowledge of library practices.

Essential Knowledge, Skills, Abilities:

- Exceptional customer service and professional demeanor as a team player, with strong commitment to teamwork and collaboration across departments.
- Technologically proficient with the patience and skill to train patrons of all levels and abilities in using library technologies, products, and services.
- Effective communication skills to convey technical or other complex information to others.
- Creative and adaptable; bringing fresh ideas to engage patrons, manage multiple tasks and interruptions calmly, and adjusting to changing situations with ease.
- Uses Microsoft 365, including Word, Excel, PowerPoint, OneDrive, SharePoint, Teams, Shifts, Outlook, and other relevant apps for scheduling and the creation, modification, and sharing of documents.
- Demonstrates necessary proficiency with integrated library systems (ILS), MeLCat, Michigan eLibrary databases, and other online resources preferred.

Education and Experience:

- Completed associate or bachelor's degree required.
- Experience in customer service.
- Experience working in a public library is preferred.
- Experience with programming is preferred.

How to Apply:

Submit your cover letter, resume, and completed AHPL application found at ahplibrary.org/about/employment to Susan Barney at barneys@ahplibrary.org by Wednesday, September 23 at 5:00 pm.

Anticipated start date: Monday, October 26, 2026.

This is an at-will position. Auburn Hills Public Library is an Equal Opportunity Employer.