

Auburn Hills Public Library
Job Announcement

Position: Youth Services Coordinator, Full-Time
Supervisor: Library Director
Salary: \$36,000-\$40,000, dependent upon qualifications
Hours: 40 hours per week, including evenings and Saturdays. **Must be flexible.**
Date Available: Immediately

JOB PURPOSE:

As a full-time (40 hours/week) member of the Library's management team, this position is responsible for the supervision of all Youth Services functions of the Library, in compliance with Library policies, procedures and professional standards. Supervises department's staff for children's services and tween services, including Librarians and Library Assistants.

CORE FUNCTIONS:

1. Hires, trains, evaluates, supervises and manages Youth Services staff, covering children's and tween services.
2. Meets or exceeds professional standards and best practices in reader's advisory and reference work for children, their parents or guardians.
3. Meets or exceeds standards and best practices in collection development, program development and outreach activities for children and tweens.
4. Responsible for marketing and outreach services of department.
5. Compiles departmental reports and oversees statistics for the department.

JOB RESPONSIBILITIES:

As Library Management Team Member:

1. Willingly and actively assists the Library Director in the development of departmental goals and objectives.
2. Conducts the interviewing and hiring of Youth Services staff.
3. Maintains Youth Services statistics over time, and prepares a monthly report for the Library Director.
4. Manages grant writing for programs and other outreach activities.
5. Takes on special projects and performs other work as determined in conjunction with Library Director.

As Department Manager:

1. Organizes, plans activities, schedules work assignments, guides, evaluates and otherwise supervises the Youth Services staff.
2. Inspires Youth staff to try new and creative ventures, to improve the Library experience and quality of life of young people and their families.
3. Assists in the development of departmental budget and oversees appropriate expenditure of funds.
4. Oversees and assists with collection development, selection and weeding of materials.

5. Oversees the planning, implementation and review of all Youth programs and activities.
6. Oversees maintenance of displays, exhibits, bulletin boards and brochure racks in the Youth Services department.
7. Coordinates effective marketing of Library programs and services through the Library's newsletters and website, Facebook and other electronic media, newspaper notices and articles, among others.
8. Maintains regular communication with school staff and day care staff, and visits schools and other facilities for children as often as practical.
9. Oversees the solicitation, scheduling and activities of volunteers in Youth Services.

As Youth Services Librarian:

1. Provides reference, reader's advisory and other library service to children, their parents and tween patrons as needed.
2. Represents Auburn Hills Public Library appropriately at workshops and educational meetings relating to Youth Services.
3. Is able to work flexible hours, including some weekdays, evenings and Saturdays.
4. Shares the responsibility of providing innovative programs, as well as develop creative school visits for children.

NECESSARY KNOWLEDGE, SKILLS, ABILITIES:

This is an active position requiring a sighted individual for reading and computer usage. This position also requires an individual with normal hearing and excellent English skills for frequent direct and telephone interaction with the public and other employees. The Coordinator of Youth Services is required to move frequently and quickly around the Library, to reach and bend for materials, to lift and carry books and equipment as needed. A valid driver's license is required for travel to professional development and outreach opportunities.

1. Reads, writes legibly, speaks articulately and understands English at a college level.
2. Demonstrates a broad knowledge of bibliographic and reference tools and resources.
3. Demonstrates knowledge of professional library practices, procedures and techniques.
4. Able to work flexible hours including some weekdays, evenings and Saturdays.
5. Able to supervise others.
6. Able to exercise initiative and to make independent decisions.
7. Able to manage a department.
8. Possesses interpersonal skills to work effectively with a variety of audiences.
9. Able to cooperate as a team member with other department coordinators and Library Director.
10. Demonstrates knowledge and experience in the use of library equipment.
11. Able to lift, bend and stoop and lift 20 pounds to access all library materials.

QUALIFICATIONS:

1. Master of Library and Information Science degree from an ALA-accredited library school.
2. Two years of professional librarian experience, including increasingly progressive supervisory responsibilities, in a public library.
3. Must be willing and able to work Saturdays and evenings.
4. Must have access to transportation for performing job responsibilities required.

Please submit a cover letter, resume, and application to:

Auburn Hills Public Library, 3400 East Seyburn Drive, Auburn Hills MI 48326

Attn: Jan Waun, jwaun@auburn-hills.lib.mi.us

The application is available at: <http://auburn-hills.lib.mi.us>

Application Deadline: May 18, 2018.

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