



## *Auburn Hills Public Library*

### **Job Announcement**

**Position:** Youth Services Librarian, Part-time  
**Hours:** Flexible: 20-28 hours/wk., including at least two evenings and Saturdays.  
**Salary:** \$19.98-\$22.00 per hour

#### **PRINCIPAL FUNCTION**

Develop library services for youth and their families, and assists with teen services. Duties include, but not limited to, collection development in various formats, perform outreach and liaison work, reference and readers' advisory, and development and delivery of programs for infant to teen users.

#### **Qualifications**

- Master of Library and Information Science degree from an ALA-accredited library school
- Supervisory skills in a Public Library setting
- Knowledge of library materials, reference services, youth and teen literature, and readers' advisory
- Ability to develop creative programs for infants, youth and teens
- Proficiency with emerging technology and genres available for teens
- Willingness to participate in meaningful professional development opportunities and effectively shares information and ideas with staff
- Expertise with early literacy, youth and teen trends, and pop culture
- Skilled in working with community agencies serving youth and teens, including outreach to local schools
- Emphasis in public service, with strong ability to speak and write effectively
- Ability to effectively use reference materials, operate computers, conduct telephone reference, bend and reach for materials on the shelves
- Ability to work independently and take initiative in developing services and programs
- Proficiency in utilizing web-based catalog, and databases
- Ability to promote and maintain effective relationships with other staff and work in a team environment
- Strong organizational and time management skills
- Proficiency with Microsoft Office applications
- Advanced experience with Internet and other digital information resources including search engines, social media, and information sharing platforms
- Ability to investigate and apply emergent technologies as they become relevant
- Ability to teach classes for both the general public and Library staff

#### **Responsibilities:**

- Participate in youth services team planning of youth library services, the budget process and other activities through cooperation with management team
- Attend meetings as the representative of Auburn Hills Public Library
- Assist with analyzing, supervising and administering policies for all formats of youth, teen and parenting materials
- Share the responsibility of providing innovative programs, as well as develop creative school visits

- Assist with training, scheduling of youth services staff subject to the approval of the Head Librarian
- Maintain the level of excellence within the department through teamwork and cooperation among staff
- Assumes Library facility in-charge responsibilities, as required
- Share the responsibility for displays and bulletin boards
- Responsible for youth collections
- Know and effectively interpret Library policies and expectations for staff and patrons
- Work with youth services team and web development staff to market and promote youth services programs, services and collections
- Provide presentations for parents, caregivers, area educators and K-12 students
- Perform other duties as assigned

Resume, cover letter and application due no later than September 15, 2017 to:

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

Attn: Administration, [admin@auburn-hills.lib.mi.us](mailto:admin@auburn-hills.lib.mi.us)

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

The Auburn Hills Public Library is an equal opportunity employer. It does not discriminate on the basis of race, color, national origin, age, religion, sex, height, weight, marital status, or disabling condition in employment. No person shall be denied employment solely because of any disability, which is unrelated to the individual's ability to do the essential functions and duties of the job with or without accommodation.