

Auburn Hills Public Library
Job Announcement

Position: Youth Services Librarian, Part-Time
Salary: \$19.98-22.00/hour
Hours: 20-28 hours per week, including evenings and Saturdays. **Must be flexible.**
Date Available: Immediately

PRINCIPLE FUNCTION

Develop library services for youth and their families, and assist with teen services. Duties include, but are not limited to: collection development in various formats, perform outreach and liaison work, reference and reader's 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. Provide leadership, direction and coaching to youth/teen staff. Ability to promote and maintain effective relationships with other staff and work in a team environment.
- Strong organizational and time management skills.
- Knowledge of library materials, reference services, youth and teen literature, and reader's advisory.
- Ability to develop creative programs for infants, youth and teens.
- Willingness to participate in meaningful professional development opportunities and effectively share 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, databases, search engines, social media, and other information sharing platforms.
- Proficiency with Microsoft Office applications.
- Ability to investigate and apply emergent technologies as they become relevant.

Primary Job Duties:

- Participate in youth services team planning of youth library services, the budget process, and other activities through cooperation with management team.
- Maintain the level of excellence within the department through teamwork and cooperation among staff.

- Responsible for ordering, updating, and maintaining youth collections.
- Assumes Library facility in-charge responsibilities, as required.
- Attend meetings as representative of Auburn Hills Public Library.
- Shares the responsibility of providing innovative programs, as well as develop creative school visits.
- Shares the responsibility for displays and bulletin boards.
- 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 programs, services and collections.
- Perform other duties as assigned.

Physical Demands:

- Specific vision abilities required by this job include: close vision, ability to adjust focus, and see keyboards. Must be able to sit, bend, and/or walk for extended periods of time. Must be able to reach, and carry books or boxes of books, push book carts, use the telephone, lift, push, pull objects weighing up to 40 pounds.

Submit 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 4, 2018