

EMPLOYMENT OPPORTUNITY

The City of Roseville, Michigan is seeking qualified applicants for the following position in the Roseville Public Library:

- POSITION:** Youth Services Librarian
- JOB DUTIES:** Works primarily in Youth Area assisting the public with readers' advisory and reference requests. Creates, plans, implements and promotes youth programs. Participates in selection, development, marketing and evaluation of youth collection. Develops and conducts youth outreach programs. Assists patrons with technology questions and downloading digital content.
- HOURS:** 28 hours per week – includes evenings and Saturdays.
June – August: M 9-5, T 9-5, TH 12-8, F 9-5
September – May: M 9-1, T 9-5, TH 12-8, F 9-5, Alt. Sat. 9:45-4:15
- JOB REQUIREMENTS:** Master's Degree in Library Science from an ALA accredited college or university. Applicants must submit proof of degree with application and official transcript at time of interview. Enthusiasm for public service to people of all ages is required. Ability to work as a member of a team. Ability to use library-related technology and instruct patrons of all ages in its use. Must possess a valid Michigan Driver's License with a good driving record (based on City of Roseville standards). As a condition of employment, the successful candidate must pass a background check and pre-employment physical. See the job description for more detail.
- SALARY:** \$23.75 – \$24.75 per hour – NO BENEFITS
- TO APPLY:** Send RESUME, COVER LETTER, PROOF OF DEGREE AND OFFICIAL CITY OF ROSEVILLE EMPLOYMENT APPLICATION to:
- City of Roseville – Manager's Office**
Human Resources
29777 Gratiot
Roseville, MI 48066
Or via email: vgreen@roseville-mi.gov
Or via fax: 586-445-5402
City of Roseville applications are available in the Manager's Office or online at www.roseville-mi.gov
- TIMELINE:** Deadline for resumes, cover letters, proof of degree and applications for this posting is June 16, 2017.

LIBRARY OF MICHIGAN CERTIFICATION REQUIRED UPON HIRE.

THE CITY DOES NOT DISCRIMINATE.

CITY OF ROSEVILLE
ROSEVILLE PUBLIC LIBRARY
JOB DESCRIPTION

JOB TITLE: Youth Services Librarian

REPORTS TO: Library Director

SUMMARY

Under the direct supervision of the Youth Services Coordinator, the individual in this position will be assigned primarily to the Youth Services Area, however will work in the Adult Services Area as needed. They should have general knowledge of literature for all ages, and specifically for children and teens, and the enthusiasm to share the same. This individual will provide programming for children. The individual must have solid reference skills and enjoy working with the public. The individual must be proficient with library technology. The position includes evening and Saturday hours.

PRINCIPLE DUTIES AND RESPONSIBILITIES

*(An * denotes duties or responsibilities judged to be "essential functions" in terms of the Americans with Disabilities Act or ADA).*

- Provides information, readers' advisory and research services primarily at the Youth Services Desk and at the Information Desk as needed.*
- Develops bibliographies, bookmarks and other tools which promote successful use of the library's youth collection.*
- Participates in collection development activities including the evaluation, selection and sorting of library materials.*
- Creates, plans, promotes and implements library programs for children and young adults, on and off-site.*
- Assists patrons of all ages with using technology related to the library and feels comfortable using mobile devices and is able to instruct patrons in their use. Must know how to download digital content and be able to assist patrons in doing so. Must be proficient in web page maintenance, using social media to promote the library, desk-top publishing and the use of Microsoft Office and the Internet.*
- Applies accepted national and local standards of cataloging.*
- Maintains departmental records, files, orders and activity reports.*
- Receives requests and complaints from citizens. Resolves issues or informs immediate supervisor.*
- Assists with grant writing and other fund raising efforts.*
- Participates in staff meetings and training sessions.*
- Performs related duties and general library work as required.

PHYSICAL DEMANDS

- The job requires moderate physical exertion characterized by activities such as sitting or standing in one position, viewing a computer screen for long periods and using hands and fingers in activities requiring coordination or dexterity. The job also requires the physical strength and dexterity to handle materials and boxes up to 50 pounds in weight, transport loaded materials carts and bend and lift arms over head.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

QUALIFICATIONS

Education: A Masters Degree in Library/Information Science from an ALA accredited school. Applicants must submit proof of degree with application and official transcript at time of interview.

Certification: Must be able to present a Librarian's Professional Certificate from the Library of Michigan.

Other Knowledge, Skills and Abilities:

Required: Coursework in children's and young adult literature. Demonstrated proficiency with Microsoft Office applications, electronic databases, social networking sites, web page maintenance and mobile technology. Ability to instruct the public regarding downloading digital content such as eBooks and using computers and mobile devices. Strong communication skills.

Preferred: Public library experience. Knowledge and skill in using SIRSI DYNIX Library Software.

The qualifications listed above are guidelines for selection purposes.