



June 11, 2018

Position Available: Part Time Para-Professional
Children's Services Department

Salary: Begins at \$14.86 per hour

Part-time Position: 24 hours per week scheduled at either Library Branch, contingent on staff needs. Hours will be scheduled to include evenings, Saturdays and an occasional Sunday.

Fringe Benefits: Excellent

Deadline for Applications: Monday, July 2, 2018, by 5:00 p.m.

Interviews for selected candidates: July, 13, 2018, Farmington Branch
Library, 23500 Liberty St., Farmington, MI
48335

Put your knowledge of child development and children's literature to work serving youth ages 0-12 and their adults in our Children's Department. Help us deliver programs, build and manage collections, and make recommendations for reading and information sources in a diverse community which values education.

Please include your resume, application, http://history.farmlib.org/pdfs/Employment_Application_3_2018.pdf and answers to the following questions:

1. Provide an outline for a preschool story time for ages 3-5. Include books, songs, rhymes and activities.
2. This position primarily serves ages 0-12 and their adults. Tell us why you are a good candidate for this job and provide examples.

Please send your resume to: Elyse Streit, Library Director
Farmington Community Library
32737 West 12 Mile Road
Farmington Hills, MI 48334
elyse.streit@farmlib.org

Job Summary:

Under the supervision of Librarians, employees in this classification assist at the public service desks in the Adult Services and Children's Services Departments. Public services may include reader's advisory, reference assistance, programming and training on electronic resources.

Essential Duties/Responsibilities:

- Develops and provides story time programs and other events for ages 0-12 years.
- Provides quick and accurate reference and reader's advisory services to the public, using both print and electronic resources.
- Assists patrons in learning to use the automated circulation system, electronic resources and the Internet.
- Performs interlibrary loan services to fulfill patron requests for items not owned by searching online catalogs of other libraries and initiating MeLCat requests.
- Participates in collection development in assigned areas, under the supervision of Librarian. Assignments may include: selection, weeding and preparation of bibliographies.
- Must be familiar with Microsoft Word and Publisher.

Minimum Qualifications:

- Knowledge [such as would be acquired through a baccalaureate educational program or its equivalent in experience, training, or independent study] of basic principles, concepts, and technical methods to carry out tasks or implement services in the library.
- Some knowledge of literature published for children, and child development, for children ages 0-12 years.
- Personal, paid, or volunteer experience working with children.
- Ability to work independently, making decisions within the authority ascribed to this position and seeking advice when required.
- Ability to establish and maintain effective working relationships with other staff, supervisors and the public.
- Familiarity with current technology, i.e., general computer literacy, knowledge of the Internet and other electronic sources of information.
- Effective oral and written communication skills.
- Critical thinking skills, which can be applied to successfully answering reference inquiries.
- Knowledge of literature, current events and general information found helpful in resolving reference inquiries.

Physical Activity Requirements:

Degree of physical demands (strength) usually associated with the essential functions of the job

- The ability to lift, push and/or pull up to 20 lbs., and push carts weighing up to 200 lbs.
- The ability to sit, stand and walk for long periods
- The ability to bend, reach, crouch or stoop
- Sufficient vision, speech and hearing, which will permit employee to successfully perform the functions of this position

Equipment Commonly Associated with this Job:

Computer, barcode scanner, telephone reception system, office machinery, among others.