



# LINCOLN PARK PUBLIC LIBRARY

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## Full Time Youth Services Librarian

**Type of Position:** Full Time

**Compensation:** \$37,000 - \$40,000 based on experience plus benefits

Applications may be obtained [here](#) or in person at:

City of Lincoln Park,  
Office of City Management,  
1355 Southfield Rd.,  
Lincoln Park, MI 48146.

### How to Apply:

Please submit completed application and resume to the address below either in person or by mail to:

City of Lincoln Park  
Office of City Management  
1355 Southfield Rd.  
Lincoln Park, MI 48146

The City of Lincoln Park is an Equal Opportunity Employer.

**Contact:** Jennifer Richardson <jrichardson@citylp.com>

**Deadline for Applying:** Friday, August 24th

### Typical Work Activities

- Perform collection development activities, following the dictates of the Collection Development Policy, through the selection of materials in a variety of formats
- Responsible for Youth and Young Adult program development, including story times and Summer Reading activities
- Provides information on library materials, facilities, rules and services to library patrons
- Assist library users in the areas of reader's advisory, reference, internet use and other electronic resources
- May supervise para-professional employees and volunteers such as librarian assistants, clerks and pages
- Serves as the library liaison to the local school district
- Perform all related work as required

## Skills and Abilities

- Knowledge of professional library principles, methods, materials and practices
- Ability to organize assignments and work independently
- Knowledge of reader interest levels and of books and authors
- Knowledge of library reference materials, aids and procedures
- Working knowledge of library electronic resources
- Ability to effectively and tactfully interact with the public
- Successful experience presenting developmentally appropriate programs for young people
- Knowledge of children's literature
- Experience with selection and budgeting of material for children
- Strong customer service skills

## Qualifications

- Applicants must possess a Master's Degree in Library Information Science from a college or university accredited by the American Library Association.
- Previous work experience in a public library is preferred.

## Abilities & Requirements:

Degree of physical demands (strength) usually associated with the essential functions of this classification:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and be a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Type of physical demands usually associated with this classification:

Regularly use hands and fingers to handle, control or feel objects.

Squatting: lowering the body by bending leg.

Stooping: bending body downward and forward by bending spine at the waist.

Hearing - Perceiving nature of sounds by ear.

Seeing: The ability to perceive the nature of objects by the eye. The important aspects of vision are:

- a. Acuity, far - Clarity of vision at 20 feet or more.

- b. Acuity, near - Clarity of vision at 20 inches or less.
- c. Depth Perception - Three dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.
- d. Field of Vision - Area that can be seen up and down or to right or left while eyes are fixed on a given point.
- e. Accommodation - Adjustment of lens of eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from eye.
- f. Color Vision - Ability to identify *and* distinguish colors.

Environmental Conditions (Physical Surrounding) usually associated with this classification:

The Worker is subject to inside environmental conditions. Protection from weather conditions but not necessarily from temperature changes.

Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Processing Information – Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Documenting/Recording Information – Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Performing for or working directly with the public – Performing for people or dealing directly with the public.

Organizing, Planning, and Prioritizing Work – Developing specific goals and plans to prioritize, organize, and accomplish your work.

Making Decisions and Solving Problems – Analyzing information and evaluating results to choose the best solution and solve problems.

**\*\*Must pass physical with drug screen and background check.**