



# **MELVINDALE PUBLIC LIBRARY**

18650 Allen Road, Melvindale, MI 48122 Phone: (313) 429-1090 Fax: (313) 388-0432

Part-time Youth Services Librarian (21.5 hours/week)

## **Qualifications: Education and Training**

MLS/MLIS from an ALA –accredited library school with emphasis on library service to youth and teens

Will consider applicants in final semester of their MLS/MLIS

Eligible for Michigan Public Library Certification

Knowledge of current library principles and practices

Knowledge of Microsoft Office and Social Media

Valid driver's license and reliable personal transportation required

Ability to display tact and courtesy during interactions with public

Must be enthusiastic, self-motivated, and able to work independently

Ability to communicate effectively both orally and in writing

Familiarity with Spanish language desirable

## **Job Responsibilities**

Designs and implements library programming that offers information, special skills or entertainment for children and their caregivers

Builds a collection designed to meet the needs and interests of children and young adults

Provides support to all patrons on public computers and to those who bring in technological devices

Assists patrons and staff with all circulation functions and account issues and locates and reserves materials

Provides outreach programming to local groups and seeks cooperative programming with other organizations

Participates in professional activities

Serves as library liaison to local schools

Displays and promotes library material

Performs other duties as assigned

## **Physical Requirements**

Must be able to occasionally move/lift 20 pounds

Must spend a significant amount of time standing

Walking, stooping, bending, twisting and reaching

Talking and hearing: use of telephone

Use of hands to finger, grasp, handle, feel or operate objects, tools or controls

Benefits: none

Salary: \$18.00-\$19.00/hr. based on experience. \$1.00/hr. pay increase after one year

Reports to: Library Director

Applications accepted until position is filled

Send cover letter, resume and 3 references to: Theresa Kieltyka  
Melvindale Public Library  
18650 Allen Road  
Melvindale MI 48122

Fax: 313-388-0432

Email: Kieltyka@melvindale.lib.mi.us