



**Position Available
Head of Youth Services
Orion Township Public Library**

Position: Head of Youth Services
37.5 hours/wk, including evening and weekend hours
Department: Youth Services
Salary Range: \$48,500 - \$63,700

Primary Job Duties:

Under the general supervision of the Library Director, performs a wide variety of professional librarian and supervisory duties associated with youth programming and collection development and general library operations. Oversees and administers services for children from birth through fifth grade.

Required Qualifications:

- Master's degree in Library Science from an ALA-accredited library/information sciences school, with an emphasis on youth services and literature
- Four years of professional librarian experience, including supervisory responsibilities, in a public library
- Ability to recruit, train, and supervise the work of library staff members and volunteers, including the ability to handle sensitive personnel issues
- Knowledge of library materials, reference service, youth literature, readers' advisory
- Ability to develop creative learning programs for infants through fifth grade
- Demonstrated knowledge of emergent literacy and brain development in children
- Very strong positive interpersonal skills, organizational, and time management skills
- Ability to conduct effective and efficient staff meetings and effectively communicate department and library-wide policies and services
- Ability to organize and prioritize continually changing tasks, while following through on long-term projects
- Ability to use good judgment, initiative and resourcefulness when dealing with employees and the public
- Emphasis in public service with strong ability to speak and write effectively
- Ability to effectively use and teach current technology to patrons of all ages
- Skilled in searching automated catalog, Internet, and library databases
- Excellent Microsoft Office and other computer skills
- Ability to work both independently and as a member of a larger staff team
- Ability to contribute constructively to the management team of the library

Dates: Applications submitted by Friday, May 11, 2018 at 5:00 p.m. will receive first review.

Apply To: Joyce Becker
Orion Township Public Library
825 Joslyn Road
Lake Orion, MI 48362
248-693-3000
Electronic submissions accepted, send to: jbecker@orionlibrary.org

Please submit an application, cover letter, and resume. The application is available at: <https://orionlibrary.org/library-employment/>. This is an at-will position.

Orion Township Public Library is an Equal Opportunity Employer.