



The Novi Public Library's motto is Inform. Inspire. Include.

Are you our next great Youth Librarian? Here is your opportunity to work at a great library with a fun staff. Join our team and work collaboratively to provide STEAM programs for children and families both in the library and through outreach. Support the Library's goals of providing quality programs for Kindergarten through Teens.

JOB TITLE: Librarian - Youth

REPORTS TO: Head of Information Services

PRIMARY DUTIES & RESPONSIBILITIES:

1. Provides readers' advisory and reference services and provides computer assistance using a variety of collections, materials and formats.
2. Participates in collection development and maintenance, keeping within monetary and physical space constraints.
3. Promotes programming services appropriate to the needs of the community.
4. Trains and assists guests with day-to-day computer questions and learning new technology and software.
5. Engage in outreach opportunities within the community.

OTHER DUTIES & RESPONSIBILITIES:

1. Plan and present programs with an emphasis on Science, Technology, Engineering, Art, and Math.
2. Adapts and responds to multiple priorities, interruptions and demands, and resolves problem situations in a positive manner.
3. Seeks professional continuing education, both organized and casual, with an air toward keeping services current and appropriate; member of professional development; member of internal and external committees.
4. Communicates effectively with guests, co-workers, and professional colleagues.
5. Enforces library policies relevant to public use; responds to emergencies and provides support, as needed; acts quickly, exercising good judgment.
6. Mentors and trains MLS Librarian Intern; trains and oversees department volunteers; scheduling of department staff.
7. Works positively and collaboratively across departments to accomplish department goals.
8. Performs other duties as assigned.

JOB QUALIFICATIONS:

1. MLS from an ALA accredited school.
2. Knowledge of adult and youth literature.
3. Dedicated to public service.
4. Dedicated to providing positive customer service.

5. Enthusiastic, positive, friendly, self-motivated, creative and approachable.
6. Strong obligation to confidentiality.
7. Strong organizational skills and attention to detail.
8. Proficient in MS Office, Internet browsers, and other computer related technology.
9. Excellent verbal, written, and interpersonal communication skills.
10. Values diversity in the workplace and in the community.
11. Ability to speak multiple languages helpful.
12. May require a valid Michigan driver's license based on assignment.

WORKING ENVIRONMENT:

1. Physical mobility, vision, hearing, and manual dexterity essential.
2. Maintain physical condition necessary for sitting, standing, bending, and /or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 500 pounds; operating assigned equipment; picking up litter; spreading ice melt.
3. Evening, weekend, and some holiday hours are required.

Salary: \$21.90 per hour

Hours: 24 hours,

Mondays: 12:30-9

Wednesdays: 9:30-6

Friday/every third Saturday rotation: C-Team, 9:30-6

Benefits: Time benefits (vacation, holiday, personal business and sick) based on a part-time employee formula.

Application:

- Resume, cover letter and application required.
- Available at: <https://novilibrary.org/about-us/employment-volunteering>
- Send to: Nicole Williams, Human Resources Specialist
Novi Public Library
45255 W. Ten Mile Road
Novi, Michigan 48375
E-mail: nwilliams@novilibrary.org
- Deadline: Until filled