

Librarian - Teen & Youth (Part Time)

Closes On: March 26, 2019 at 04:00 PM EST

Location: Public Library, Royal Oak, MI 48067

Department: Public Library

Job Status: Part-Time

Days Worked: Sun., Mon., Tue., Wed., Thu., Fri., Sat.

Rate of Pay: \$20.00 - \$26.00

Position Type: Open Competition/Non-Civil Service

Status: Accepting Applications

Details: Please submit resume, cover letter and documentation of required degree.

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Job Description

Serving primarily in the Youth and Teen Services Department of the Royal Oak Public Library, the **Part -Time & Teen Youth Librarian** serves at the public reference information desk, participates in youth and teen programming and assists with the preparation of tools to guide users to Library resources or promote aspects of Library services and collections. The part-time Librarian will also serve at the adult reference desk when scheduling needs arise.

Essential Job Functions

A **Part-Time Youth & Teen Librarian** for the youth and teen services department may be called upon to do any or all of the following: *(These examples do not include all of the tasks which the employee may be expected to perform)*

- Develop and present programs for teens
- Provide reference information services and readers advisory services
- Provide advice in use of the Library systems and resources
- Provide advice in use of internet information resources
- Participate in collection development, evaluation and weeding
- Conduct computer-based instruction
- Prepare bibliographies
- Prepare and conduct storytime; prepare and conduct programs for teens
- Prepare Library displays

Required Knowledge, Skills, Abilities and Minimum Qualifications -

A **Part-Time Youth & Teen Librarian**, *upon application*, shall have the following training and experience:

Required:

- Master's Degree in Library Science or equivalent from ALA Accredited School
- Experience in a facility with online reference information and database tools

Preferred:

- Two years professional public library experience
- Working knowledge of CARL library information systems

Additional Qualifications:

- Demonstrable knowledge of literature
- Demonstrable ability to work with the public professionally and pleasantly
- Knowledge of readers' interest level and ability to stimulate interest in use of library facilities
- Demonstrable team spirit; ability to establish an excellent relationship with library staff
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Demonstrable knowledge of current library technology and MS Office products
- Ability to reach, bend, stretch and stand for long periods
- Flexible schedule

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear.
- The employee is required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to both print and electronic text.

Disclaimer

For a new hire, where based on the facts and circumstances at their start date, it cannot be determined that the employee is (a) reasonably expected to be employed on average at least 30 hours per week (or 130 hours per month), or (b) the employee is expected to work at least 30 hours per week (or 130 hours per month) initially, but the period of employment at more than 30 hours per week (or 130 hours per month) is reasonably expected to be limited, and the employer cannot determine that the employee will work on average at least 30 hours per week (or 130 hours per month) over the initial measurement period City of Royal Oak will use the adopted Initial Measurement Period to determine full-time status for the subsequent Stability Period. **Employees in this position are not reasonably expected to work over 30 hours per week over the Initial Measurement Period.*

Application Special Instructions

Submitting an online application through this site is strongly preferred. (*Only*) if you are unable to complete an online application, you may obtain an

application packet in the Human Resources Office at City Hall, 211 S Williams St, Royal Oak, MI 48067, or you may download an old application packet by [clicking here](#).