

JOB OPPORTUNITY

Librarian I-II – Youth Services

Location: Public Library - City of Royal Oak, MI
Open Until: January 24, 2019 – 4:00 PM
Job Status: **Full –Time**; 40 hours a week including evenings and Saturdays and Sundays on a rotating schedule.
Rate of Pay: Pay ranges from \$43,023 - \$57,412

The **Youth Services Librarian** performs professional library work in accordance with established policies and procedures under the general supervision of the head of youth and teen services. He or she assists the general public with their information needs, participates in collection development, and plans and presents programs for youth and teens.

A **Youth Services Librarian** 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 / implement / promote / deliver youth programs
- Provide reference and readers advisory service to public
- Instruct library patrons in use of library tools and resources
- Provide outreach, tours and other services
- Collection development
- Prepare reports
- Implement programming
- Contribute to library publications
- Maintain professional development

QUALIFICATIONS FOR EMPLOYMENT:

- Considerable knowledge of library principles, methods and procedures, including use of bibliographies, reference sources, databases, computer and Internet, and awareness of the types and uses of various publicity media
- Thorough knowledge of books / authors, current literature and review sources
- Knowledge of reader interest levels and ability to stimulate interest in use of library facilities
- Knowledge of child development and child management techniques
- Knowledge of literature for children and young adults
- Professional experience working with children and young adults
- Ability to develop and maintain tactful and cordial relations with the general public and fellow employees
- Ability to demonstrate initiative and resourcefulness in responding to questions and requests
- Ability to understand and respond appropriately to in-person and phone queries
- Working knowledge of current information technology, computer software and library automation
- Ability to develop organized and effective work methods
- Ability to perform light lifting and to reach, bend, stand or sit for long periods
- Effective verbal and written communication skills
- Professional attitude with the public
- Ability to establish and maintain effective working relationship with staff
- Ability to perform well under stress

A **Youth Services Librarian** candidate, upon application, shall have the following training and experience:

Required: Master's Degree in Library Science or equivalent from ALA Accredited college or university.
Grade II: Two years of professional public library experience

FOR MORE DETAILS AND TO APPLY FOR THIS POSITION PLEASE VISIT:

www.romi.gov

City of Royal Oak employee intranet -or- inquire with Human Resources