Job Announcement
Rochester Hills Public Library
Youth Services Salaried Librarian

Position: Youth Services Librarian

Supervisor: Betsy Raczkowski, Youth Services Manager

Salary: $24,929 annually, pro-rated vacation, sick, holidays, disability, pension, opt-in to medical, dental and vision coverage.

Schedule: 22.5 hours per week, regularly (includes evening and weekend hours)

Dates: Deadline for applications: September 22, 2019
Interviews anticipated: September 23-27, 2019
Decision anticipated by: September 27, 2019
Starting date: ASAP

Application: Please complete the application online at (www.rhpl.org/jobs) and attach a resume, cover letter, and responses to questions at the end of this posting.

Primary Job Duties:
- Provide comprehensive library service to individuals and groups, both inside and outside the library.
- Provide reference assistance and reader’s advisory to patrons of all ages and abilities.
- Program planning and implementation for children, birth through grade 8.
- Evaluate and select print and electronic resources for children through grade 8
- Work with other Youth Services staff in the creation of new programs, projects and materials
- Instruction in use of the library and the resources offered
- Webpage development and maintenance

Required Qualifications:
- Master’s degree in Library Science
- Skill and experience in planning and presenting developmentally appropriate programs for children
- Ability to prioritize tasks and duties and work independently
- High level of energy and self-motivation to create new services
- Strong familiarity with juvenile reading materials and genre collections
- Full range of internet skills and experience, as well as MSOffice and other Windows software
- Strong oral and written communication skills
- Willingness to maintain a flexible schedule in order to implement programming
- Willingness to seek out and complete appropriate grant applications
- Willingness to participate in professional associations
Desirable Qualifications:
- Experience with Polaris
- Experience in a public library setting
- Experience with grant writing

This is not an exhaustive list of all duties, responsibilities and qualifications; it is intended to describe the major responsibilities and requirements of this position.

Please respond to the following questions and include those responses with your resume and RHPL application.

1. Why do you want to work with young children?

2. We offer many programs for young children and their adult caregivers. What programming have you planned and implemented in the past, and what kinds of programs would you suggest we add to enhance our youth offerings?

3. If I were to duplicate a typical week of your reading choices, what would I be reading? (By choices, I mean just about everything short of cereal boxes.)

4. In a field of strong candidates, what makes you stand out?