

ROMULUS PUBLIC LIBRARY

JOB TITLE: Youth Services Substitute Librarian – Part-Time, Temporary

DURATION: 6-8 weeks, beginning November 1, 2021

HOURS: 20-22 hours/week, including evenings and weekends

EXEMPT: No

SALARY: \$19.23/hr.

DIVISION: Non-union

DEPARTMENT: Library

BENEFITS: None

REPORTS TO: Assistant Director/Youth Services Librarian

DATE: September 23, 2021

SUMMARY:

Under the supervision of the Assistant Director/Youth Services Librarian, the Youth Services Substitute Librarian develops programs and services for children, tweens, and teens with a focus on the importance of reading and promotion of the library as a resource. Presents and leads a variety of programs, services, and activities for youth of all ages and their caregivers/parents. Provides reference and readers' advisory for print, audio/visual, and online resources. Provides support to circulation staff and other staff as needed, including providing checkout of materials to patrons of all ages. Supports supervisors and other staff as needed to ensure that the library is running smoothly. Represents the library at school events and other community events for young families to promote library services and programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, prepare, and present programs on-site and off-site for youth and young adults including story time, Teen Advisory Board meetings, and other programming
- Provide reference assistant and readers' advisory to library patrons of all ages
- Assist patrons at the circulation desk in-person, on the phone, and on social media
- Market for upcoming programs on social media, library newsletter, via email, and on the website
- Post to all social media accounts – FB, Instagram, TikTok, Twitter, and the website
- Manage Discord server
- Handle cash transactions for overdue fines, copying and other fees
- Provide computer and other technology assistance
- Process incoming and outgoing interlibrary loan
- Other duties as assigned

EDUCATION:

- Master's Degree in Library Science from an ALA-accredited library school
- Eligible for Michigan Public Library Certification

REQUIRED EXPERIENCE:

- Experience with CARL-X and online catalog
- At least one year of experience in a public services position in a library
- Knowledge of children's and young adult literature and AV materials
- Skill in planning and presenting programs for children and young adults

- Good organizational skills; able to prioritize duties and tasks, work independently and assume responsibility
- Ability to establish and maintain effective interpersonal relations with parents/caregivers, children, and teens
- Ability to operate standard office equipment
- Ability to work cooperatively with library staff and volunteers in a team environment

LANGUAGE SKILLS:

- Ability to produce neat, accurate and timely work within an established timeframe
- Excellent written and oral communication skills
- Computer literacy including use of databases required

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid Michigan vehicle operator's license.

PHYSICAL DEMANDS:

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.

- Ability to lift and/or push up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually quiet to moderate.
- The library is busier during evenings, once school/work is complete for the day, and during events, such as programs.

COMMENTS:

The qualifications listed above are guidelines. Other combinations of educations and experience which could provide the necessary knowledge, skills, and abilities to perform the job should be considered.

Apply at and fill out a general application at <https://www.romulusgov.com/Jobs.aspx>; then email dferguson@romulusgov.com with your application, resume, and cover letter.

Prepared in compliance with:
Romulus Public Library Requirements
Romulus Policies and Procedures Manual
Americans with Disabilities Manual
Equal Employment Opportunity Act