



## LIBRARIAN, YOUTH SERVICES

Roseville Public Library

Salary Range: \$24.25 - \$25.25 per hour – NO BENEFITS

The Roseville Public Library is an integral part of the dynamic City of Roseville, assisting over 100,000 visitors each year.

**HOURS:** Part-time, year-round. Works approximately 28 hours per week including mornings, evenings and Saturdays. Below is the schedule for this position:

**June – August:** Monday 12PM-8PM; Wednesday 12PM-8PM; Thursday 9AM-5PM; Friday 9AM-5PM

**September – May:** Monday 12PM-8PM; Wednesday 12PM-8PM; Thursday 9AM-1PM; Friday 9AM-5PM;

Alternate Saturdays 9:45AM-4:15PM

### DUTIES

- Works primarily in the Youth Area assisting children, parents and caregivers with readers' advisory and reference questions.
- Creates, plans, implements and promotes youth programs including story time, STEM programs, crafts and the Summer Reading Program.
- Assists with special projects.
- Participates in selection, development, cataloging, marketing and evaluation of youth collection.
- Develops reports regarding departmental activity.
- Assists with grant writing and other fund-raising efforts.
- Develops promotional materials to promote the successful use of the library's youth collection.
- Develops and conducts youth outreach programs.
- Assists patrons with technology questions and downloading digital content.
- Receives requests and concerns from patrons. Resolves issues or informs immediate supervisor. May act as librarian in charge at times.
- Maintains welcoming environment.
- Participates in staff meetings, workshops, conferences and community events.
- Assists with promotional programs off-site and outside of normal library hours.
- Participates in state and local professional organizations and keeps informed about current developments and trends in public library services.
- Joins the rest of the staff in keeping our building and entrances safe and neat. May occasionally be required to lightly shovel the snow from an entrance, spread snow-melt or pick up a bag of trash from the parking lot. We have pride in our workplace.
- Performs related duties and general library work as required.

### REQUIREMENTS

- Master's Degree in Library Science from an ALA accredited college or university. Applicants must submit proof of degree with application and official transcript at time of interview. Must be able to present a Librarian's Professional Certificate from the Library of Michigan.
- Enthusiasm for public service to all ages and specifically to children ages 0-12.
- Familiarity with childhood development principles.
- Knowledge of children's literature and programming.
- Coursework in children's and young adult literature.
- Ability to use library-related technology, Microsoft Office Suite, social media and mobile devices and instruct patrons of all ages in their use.
- Be able to communicate effectively with patrons and staff.
- Must possess a valid Michigan Driver's License with a good driving record (based on City of Roseville standards).
- As a condition of employment, the successful candidate must pass a background check and pre-employment

physical.

- The job requires moderate physical exertion such as sitting or standing in one position, viewing a computer screen for long periods and using hands and fingers in activities requiring good coordination and dexterity. The job also requires the physical strength and dexterity to handle up to 50 pounds in weight, transport loaded carts and bend and lift arms overhead.

#### **PREFERENCES**

- Recent library experience.
- Knowledge and skill in using SIRSIDynix Integrated Library Software.
- Knowledge of technology used in creating remote programs.
- Knowledge of desktop publishing software and other software used to create promotional materials.

#### **APPLY**

**Send resume, letter of interest, City of Roseville employment application and graduate school transcript and proof of graduation to:**

City of Roseville, Manager's Office, Human Resources, 29777 Gratiot Avenue, Roseville, MI 48066 or email to [vgreen@roseville-mi.gov](mailto:vgreen@roseville-mi.gov) or fax to 586-445-5402. City of Roseville applications are available online at [www.roseville-mi.gov](http://www.roseville-mi.gov).

Posting Date: January 17, 2022

Closing Date: February 28, 2022.

**THE CITY DOES NOT DISCRIMINATE**