

**Librarian III - Youth Services  
Royal Oak Public Library**

Closes On: February 5, 2022 at 11:59 PM EST

Apply online at <https://bit.ly/3nllwji>

Location: Public Library, Royal Oak, MI 48067  
Department: Public Library  
Job Status: Full-Time  
Rate of Pay: \$62,141 - \$68,578  
Position Type: Open Competition/Non-Civil Service  
Status: Accepting Applications  
Details: Please submit a cover letter and resume with application.

Job Description

A Librarian III performs professional library work in varying phases and difficulty. Duties may also include tasks of an administrative nature, but major emphasis is on the performance of difficult professional or specialized library work and involves supervision of a division of the library service. Work is performed in accordance with established policies and procedures under the general supervision of the Library Director.

Essential Job Functions

A Librarian III - Youth Services may be called upon to do any or all of the following (These examples do not include all the tasks which the employee may be expected to perform)

- Supervise and evaluate library personnel
- Schedule work and maintain adequate staffing levels within budget limitations
- Train and evaluate youth services staff
- Provide information and readers advisory services to public
- Instruct library patrons in use of library tools and resources
- Coordinate collection development
- Prepare required reports
- Contribute to library publications
- Coordinate programming including booking outside presenters and developing "home grown" programs
- Plan and implement an extensive multi-faceted summer reading program
- Maintain professional development
- Plan and present year-round children's programs and story times
- Coordinate year-round RIF programs, class visits, and youth group tours
- Plan and coordinate outreach programs
- Manage budget for children's materials and programs

Required Knowledge, Skills, Abilities and Minimum Qualifications -

A Librarian III - Youth Services, upon application, shall have the following:

Required Education and Experience:

- A Master's degree in Library Science from an ALA accredited college or university

- Two years of professional experience as Librarian II or Four years of professional full time library experience

#### Desired qualifications:

- Considerable knowledge of library principles, methods, and procedures
- 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
- Ability to develop and maintain tactful and cordial relations with the general public and fellow employees
- Ability to understand and respond appropriately to in-person and phone queries
- Ability to demonstrate initiative and resourcefulness in responding to questions and requests
- Ability to develop organized and effective work methods
- Ability to perform light lifting and to reach, bend, stand or sit for long periods
- Working knowledge of current information technology, computer software and library automation
- Working knowledge of social media, library website, and program registration software
- Knowledge of child development and child management techniques
- Knowledge of literature for children and young adults
- Ability to perform well under stress

#### Physical Requirements

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, with ability to stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light to moderate weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

#### Disclaimer

This job description may not be inclusive of all requirements, pay rate, assigned duties, responsibilities, or aspects of the job described. Please refer to the applicable governing collective bargaining agreement for any differences not currently reflected in this description.

#### Application Special Instructions

Required Application Materials to submit with this application (provide as attachments):

- Cover Letter
- Resume