



Librarian II, Youth Services Department Head
[Troy Public Library](#)

Posting Date
May 31, 2019

Starting at \$48,439 - \$68,000
Salary negotiable (within range) – based on qualifications

Closing Date
Extended
June 28, 2019 4 pm

Excellent medical, dental, and vision plans start day of hire
Retirement plan includes 401a and Health Savings plans with employer contribution

The Troy Public Library is the hub of the vibrant, dynamic, and diverse City of Troy. The Library sees over 700,000 visitors per year and serves an educated and involved community.

DUTIES

- Under the direction of the Library Director plan and organize the activities in the Youth Services department and supervise the Youth Services staff.
- Plan and monitor Youth Services department budget.
- Develop and coordinate the presentation of public programs.
- Review and select library materials to be placed in the Youth Services print and electronic collections.
- Provide library reference and reader advisory services to library patrons.
- Provide input as to strategic direction of the department.
- Provide input on Youth Services building projects, as needed.
- Evening and weekend work is required.
- Performs related duties as required.

REQUIREMENTS

- Master of Library Science degree from a library school accredited by the American Library Association. **Applicants must submit proof of degree with application and official transcript at time of interview.**
- Three (3) years of recent full-time paid Youth Services experience at the level of City of Troy Librarian I. Part-time experience will be credited proportionately.
- Recent experience developing and performing storytimes and other programs for children ages 0-13 years.
- Knowledge of developmental stages of youth ages 0-13 years.
- Knowledge of technology appropriate for youth ages 0-13 years
- Recent experience providing reference and readers' advisory services for children, their families, and those who care for and work with them.
- Demonstrated knowledge of children's literature, both historical and current, and knowledge of child development.
- Recent supervisory experience in a library setting.
- Ability to work in a collaborative, dynamic, fast-paced environment, using excellent organizational and time management skills.
- Demonstrated proficiency with electronic databases, Microsoft Office applications, social media, and mobile technology, especially as it related to digital resources.
- Work history which includes proven professional behavior, good judgment and initiative.
- Must possess a valid Michigan driver license with a good driving record (based on City of Troy standards).
- As a condition of employment, the successful candidate must pass a background check and pre-employment physical.

PREFERENCES

- Knowledge of Polaris Library System software.

APPLY

Applications are available at www.troymi.gov/jobopenings and can be sent to apply@troymi.gov or turned into the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084.

Your application is part of the review process; be sure it is complete. Attaching a resume is required, however, all information requested on the application form must be completed (*i.e. writing "see resume" is not sufficient*).