



WILLIAM P. FAUST

Public Library of Westland

6123 Central City Parkway • Westland, Michigan 48185-9118
(734) 326-6123 • FAX (734) 595-4612 • www.westlandlibrary.org

Position Announcement

YOUTH SERVICES LIBRARIAN (Full time)

Internal and External Applicants

Date: February 21, 2020
Reports to: Head of Youth Services

Position open until filled
Position Available Immediately

We are currently accepting applications for a full-time Youth Services Librarian committed to providing high quality library service to children.

Summary:

Under the direction of the Head of Youth Services, the Youth Services Librarian develops programs, services and collections focusing on the importance of reading, storytelling, and the library as a learning resource. Presents and leads a variety of programs, services and activities for young people including babies, children and their caregivers, teachers and adults who work with them. Provides reference and readers' advisory services utilizing print, A/V and electronic resources. Provides back up support to other departments as needed. Works with staff throughout the library to develop and implement programming, partnerships and other projects that enhance the library's image in the community.

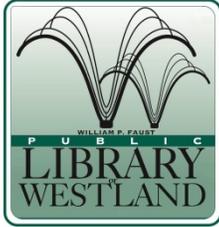
Education and Experience:

- Master's Degree in Library or Information Science from an ALA-accredited program.
- 1-2 years of library youth services or equivalent experience.
- Knowledge of children's literature and media-both current and classic.
- Successful experience presenting developmentally appropriate programs for young people
- Eligibility for Michigan Librarian Professional Certificate.

Schedule: Full time, 40 hours per week, including days, nights and weekends.
Union Position: Westland Library Union SEIU Local 517M (Non-Supervisory)
Salary: Starting at \$20.00 per hour
Benefits: Health, Dental, Optical and Life insurance, Vacation, Personal time and paid holidays. Employer contribution toward retirement benefits.

Applications are available at our web-site @ www.westlandlibrary.org
Please submit a completed application, along with a cover letter, resume and three references to:

Sherri West
HR Assistant
6123 Central City Parkway
Westland MI 48185
sherri.west@westlandlibrary.org



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LIBRARIAN I (YOUTH SERVICES) Position Description

Reports to:	Head of Youth Services
Schedule:	Full time, 40 hours per week. Flexible schedule to include days, nights and weekends.
Union Position:	Westland Library Union SEIU Local 517M (Non-Supervisory)
Salary:	Starting at \$20.00 per hour
Benefits:	Vacation leave, Personal leave and paid holidays. Employer provided contribution to retirement (401a) after meeting service requirements. Health, Dental, and Life insurance. Reimbursement for vision expenses.

SUMMARY:

Under the direction of the Head of Youth Services, the Youth Services Librarian develops programs, services and collections for children and youth focusing on the importance of reading, storytelling, and the library as a learning resource. Presents and leads a variety of programs, services and activities for young people including babies and children along with their caregivers, teachers and adults who work with them. Provides reference and readers' advisory services utilizing print, A/V and electronic resources. Provides back up support to other departments as needed. Works with staff throughout the library to develop and implement programming, partnerships and other projects that enhance the library's image in the community.

DUTIES AND RESPONSIBILITIES:

1. Develops and conducts developmentally appropriate programs for young people and their families or caregivers.
2. Develops and delivers story times to young library users.
3. Promotes the use of the library through on-site and off-site programs for schools, daycare facilities, and other community groups.
4. Collaborates with school librarians and teachers to provide services for homework and research assignments.
5. Instructs patrons in the use of print and electronic materials.
6. Participates in grant writing and other fundraising activities for library projects.

DUTIES AND RESPONSIBILITIES (continued...):

7. Creates bibliographies, user guides, displays, and promotional materials to spotlight collections, services, and programs.
8. Selects, evaluates and maintains materials for assigned collection areas.
9. Assists and trains patrons in using the library's online services and other equipment.
10. Contribute to newsletter, web site, social media and other forums to promote the library.
11. Serves on workgroups/committees and participates in initiatives as assigned.
12. May serve as Supervisor in Charge of the library as needed.
13. Performs other duties as assigned by the Department Head.

EDUCATION AND EXPERIENCE:

- Master's Degree in Library or Information Science from an ALA-accredited program.
- 1-2 years of library youth services or equivalent experience.
- Successful experience presenting appropriate programs for young people.
- Professional certification from the Library of Michigan required within one year of hire.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong knowledge of children's literature and media – both current and classic.
- Ability to select appropriate reading materials for the assigned collections.
- Ability to develop and present innovative and traditional programs for children and their families.
- Demonstrated ability to work successfully with children.
- Excellent customer service attitude.
- Familiarity with social, pop cultural and technological trends that impact young people's lives.
- Enthusiasm for learning and adapting to new ideas and technologies.
- Excellent communications and interpersonal skills with staff and the public.
- Good knowledge of library operations, policies and services, including an understanding and adherence to fundamental principles of open access to library materials and the privacy rights of patrons.
- Ability to work under stress, frequent interruptions, and changes in work priorities.
- Works independently and takes initiative to successfully complete duties.
- Good working knowledge of Windows-based computers, the Internet, database searching, automated library systems, downloadable/streaming resources and social media.
- Strong online searching and information evaluation skills.
- Be sensitive to and responsive to evolving community needs and aspirations.
- Ability to work cooperatively with library staff in a team environment.
- Maintain regular and punctual attendance.
- Ability to operate a variety of standard office equipment including a computer, fax machine, cash register and copy machine.
- Stays current with new trends and developments in library services.
- Valid Michigan driver's license.

PHYSICAL REQUIREMENTS:

- Physical ability to push/pull fully loaded book carts weighing up to 200 lbs., retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 40 pounds.
- Ability to sit, stand, and walk for long periods, and the ability to bend, reach, stoop, or crouch.
- Sufficient clarity of speech and hearing which permits the employee to communicate in writing and verbally.
- Sufficient vision which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form.

The physical demands described above 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.

As a condition of employment, the successful candidate must pass a background check and pre-employment physical. The library will consider a combination of the candidate's education, training and work experience in making its hiring decision.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. The details herein are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. The library reserves the right to revise this job description at its discretion.

IL – October 20, 2019