



Position Title: Youth Services Librarian

Job Description: The Youth Services Librarian is responsible for selecting and recommending materials for children from birth through 5th grade and their caregivers, as well as shaping services, experiences, and spaces that inspire curiosity and create young readers. The Youth Services Librarian provides reference and reader's advisory to patrons; initiates, plans, and presents a wide range of diverse and innovative programs in support of department goals; selects and maintains collection materials, and coordinates special services as assigned. This position functions with a high level of autonomy, professionalism, and independent judgement.

Full time: 40 hours a week

Wage Range: \$18 - \$20/hour

Immediate Supervisor: Library Director

Deadline: *Open Until Filled*

Essential Duties/Responsibilities include, but are not limited to:

- Provide direct assistance to children from birth through 5th grade and their caregivers, with basic information regarding use of library materials, equipment, and services.
- Select and maintain the circulating children's collections in accordance with the Library's policies.
- Cultivate and maintain professional relationships with parents, caregivers, guardians, other family members, the public, the City school district, other libraries, state and regional library associations, and other professional organizations.
- Initiate, plan, and present diverse and creative programs and activities for children from birth through 5th grade.
- Plan, promote, and provide outreach services for schools, preschools, daycares, and community organizations.
- Supervise support staff in the Youth Services Department.
- Attend professional library conferences, seminars, and network committees; read professional literature; attend and participate in staff meeting discussions.
- Other duties as assigned.

Qualification and Skills:

- MLS degree from an ALA-accredited program required.
- Experience delivering library programs to children.
- Knowledge of current trends in libraries and early literacy principles.
- Demonstrated ability to use technology, automated library systems, office productivity software, electronic resources and databases.
- Strong organizational, interpersonal, communication, and time management skills.
- Flexibility to be able to work rotating and various work shifts, including days, evenings, and weekends.

- Commitment to innovation and continuous improvement
- Ability to travel locally, as needed.
- Ability to train and supervise library staff.
- Ability to establish effective working relationships with community organizations.

Working Conditions:

- Work in an urban library setting directly with the public
- Sustained posture in a standing, seated or walking position for prolonged periods of time
- Perform bending, lifting, and pushing
- Work outside of the library in the Pontiac Community promoting the library

This job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Application Procedure: All applicants must submit a completed Pontiac Public Library Employment Application, Resume, cover letter, and three references to be considered for the position. Please fax, mail or e-mail the application and any accompanying documents to Kevin Brown, Library Director, kbrown@pontiaclibrary.org, 60 East Pike, Pontiac, MI 48342 Fax: 248-430-8254. For more information, you may contact the library 248-758-3942.

Pontiac Public Library is an Equal Opportunity/Affirmative Action Employer. All interested applicants are encouraged to apply.