



Position: Youth Services Librarian – Full-time

Immediate Supervisor: Library Director

Hourly: \$20.20 per hour

Deadline: Open until filled.

Pontiac Public Library is seeking an enthusiastic, customer service focused candidate to join our Library team.

Qualifications:

- Masters in library science or near completion from an ALA accredited institution.
- Experience working in a public library.
- Experience working with youth.
- Strong organizational and time management skills, and the ability to work independently.
- Proficiency with emerging technology.
- Ability to maintain effective relationships with staff, and work in a team environment.
- Flexibility in work schedule, able to work some days, evenings, and weekends.
- Excellent verbal and written communication skills.
- Successfully pass a background check & pre-employment screening

Primary Job Duties:

- Emphasis on service, with strong ability to communicate effectively.
- Assist library users at the Youth Services Desk.
- Develops and implements creative programs and services for youth
- Shares the responsibility for displays and bulletin boards in the youth area.
- Establish effective relationships with community organizations and conduct outreach programming.
- May join professional organizations and attend relevant workshops and conferences.
- Other duties as assigned

Physical Demands:

Must be able to sit, bend, and/or walk for extended periods of time. Must be able to reach, and carry books or boxes of books, push book carts, use the telephone, lift, push, pull objects weighing up to 40 pounds.

Application Process: Please submit a Pontiac Public Library application, a cover letter, and resume via email to Kevin Brown, Library Director, kbrown@pontiaclibrary.org .

For more information, please contact the library 248.758.3942

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