

Position: Teen Services Librarian – Full-time

Immediate Supervisor: Library Director

Hourly: \$22.50 per hour, \$46,800 yearly

Deadline: Open until filled.

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

Qualifications:

- Master's in library science or near completion from an ALA accredited institution.
- Experience working with youth or young adults preferred.
- Strong organizational and time management skills, with 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 Teen Services Desk.
- Oversees Teen/ Young Adult collection development and maintenance/deselection.
- Develops and implements creative programs and services for teens.
- Shares the responsibility for displays and bulletin boards in the Teen area.
- Maintains an inviting teen area with recommended book lists, displays, and self-guided activities.
- Establishes effective relationships with community organizations and conducts outreach to develop effective relationships with schools and organizations as well as programing.
- Oversees staff and volunteers assigned to the teen area.
- Takes a leadership role in developing, implementing and evaluating the overall teen services program.
- Suggests improvements for the entire library.
- Assumes managerial duties when higher ranked staff is not present, including dealing with patron and staff issues and closing and opening the library.
- 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 Angela Allen, Library Board Director, aallen@pontiaclibrary.org, **1-412-897-9110**. 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.