

## **Position: Youth 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 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 Youth Services Desk.
- Oversees Youth collection development and maintenance/deselection.
- Develops and implements creative programs and services for youth.
- Shares the responsibility for displays and bulletin boards in the Youth area.
- Maintains an inviting youth 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 programming.
- Oversees staff and volunteers assigned to the youth area.
- Takes a leadership role in developing, implementing and evaluating the overall youth 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](mailto: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.***