



Substitute Librarian (Part Time)
Youth Services, Troy Public Library

Posting Date
August 9, 2018

\$ 16.50 - \$22.00/hour
Negotiable within range—based on qualifications

Closing Date
Open Until Filled

*"We believe a strong community embraces diversity, promotes innovation, and encourages collaboration.
We strive to lead by example within the region.
We do this because we want everyone to choose Troy as their community for life.
We believe in doing government the best"*

The [Troy Public Library](#) is the hub of the vibrant, dynamic, and diverse City of Troy. The Library sees over 700,000 visitors per year and serves an educated and involved community. Under the direction of the Head of Youth Services, the Librarian performs a variety of professional and public service tasks in order to support the educational, recreational, business, and cultural needs of the community.

DUTIES

Under the supervision of the Head of Youth Services, works as a public service librarian specializing in youth resources, including materials for patrons ranging from birth through approximately twelve years. Provide reference and readers' advisory. Make recommendations for potential programs and services for the youth populations. Plan and perform story times for children birth to age 6 with an emphasis on early literacy development, if needed. Assist patrons in person, on the phone, and via email with questions, direction, or instruction. Occasionally plan and execute special programs for school-age children, possibly including outreach services. Participate in selection of print and non-print material. Perform related duties and general library work as required.

REQUIREMENTS

- Master of Library Science degree from a library school accredited by the American Library Association. **Candidates must submit proof of degree with application.**
- Demonstrated proficiency with electronic databases, Microsoft Office applications, social networking sites, and mobile technology, especially as it relates to eBooks and other digital resources.
- Demonstrated knowledge of children's literature, both historical and current, and knowledge of child development.
- Ability to interact courteously and effectively with the public, library staff, library volunteers, and other City departments.
- Aptitude for planning and performing fun and dynamic storytimes and special programs.
- Ability to work in a collaborative, dynamic, fast-paced environment, using excellent organizational and time management skills.
- Must possess a valid Michigan Driver's License with a good driving record (based on City of Troy standards).
- As a condition of employment, the successful candidate must pass a background check and pre-employment physical.

PREFERENCES

- Strongly prefer recent public youth librarian experience or recent experience working with children, specifically performing programs, reference and readers' advisory.
- Demonstrated proficiency in public speaking.
- Experience with Polaris library system software.

HOURS: Prefer regular availability for some day, evening, and weekend shifts.

APPLY

Applications are available at www.troymi.gov/jobopenings and can be sent to apply@troymi.gov or turned into the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084. Your application is part of the review process; be sure it is complete. Attaching a resume is required, however, all information requested on the application form must be completed (*i.e. writing "see resume" is not sufficient*).