



Posting Date
August 31, 2018

Teen Librarian (Part-time)
Troy Public Library – Adult Services

Closing Date
Open Until Filled

\$18.50 - \$25.50/hour

*“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. Being engaged with up-to-date technology is a priority and a value to Library staff, residents, and businesses.

Under the direction of the Head of Adult Information 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

- Create, plan, promote, and implement library programs for teens, on and off-site.
- Provide reference and reader’s advisory service to patrons of all ages.
- Participate in selection, development, marketing, and evaluation of the library’s teen services collection.
- Maintain relationships with public schools to promote teen programs and materials.
- Serve as on-duty staff as needed, making decisions dealing with library security, policy, emergency procedures, customer service and conflict resolution.
- Perform related work as assigned.

REQUIREMENTS

- Master of Library Science degree from a library school accredited by the American Library Association. Candidates ***must submit proof of degree with application and official transcript at time of interview.***
- Demonstrate proficiency with electronic databases, Microsoft Office applications, social networking sites, and mobile technology, especially as it relates to eBooks and other digital resources.
- Demonstrate interest in working with teens and young adults.
- Ability to interact courteously and effectively with the public, library staff, library volunteers, and other City departments.
- 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

- Experience teaching technology such as eReaders, tablets, smartphones, online databases, etc. in a group and/or one-on-one environment.
- Public Library experience.
- Experience working with young adults.
- Knowledge of Polaris Library System Software.

HOURS: Part-time, year-round. Twenty (20) hours per week. Schedule will be varied to include 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.

If an applicant was evaluated under a recent job posting for this classification but was not selected, he/she may not be contacted under this recruitment.

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*).