



LIBRARIAN ASSISTANT, YOUTH SERVICES

Roseville Public Library

Salary Range: \$20.00 - \$21.00 per hour – NO BENEFITS

HOURS: Part-time, year-round. Works approximately 28 hours per week including mornings, evenings and Saturdays. Below is the schedule for this position:

June – August: Monday 12PM-8PM; Wednesday 12PM-8PM; Thursday 9AM-5PM; Friday 9AM-5PM

September – May: Monday 12PM-8PM; Wednesday 12PM-8PM; Thursday 9AM-1PM; Friday 9AM-5PM;
Alternate Saturdays 9:45AM-4:15PM

DUTIES

- Works primarily in the Youth Area assisting children, parents and caregivers with readers' advisory and reference questions.
- Creates, plans, implements and promotes youth programs including story time, STEM programs, crafts and the Summer Reading Program.
- Assists with special projects.
- Develops promotional materials to promote the successful use of the library's youth collection.
- Develops and conducts youth outreach programs.
- Assists patrons with technology questions and downloading digital content.
- Participates in staff meetings and workshops.
- Maintains welcoming environment.

REQUIREMENTS

- Bachelor's Degree in Teacher Education, Early Childhood Education or equivalent. Applicants must submit proof of degree with application and official transcript at time of interview.
- Enthusiasm for public service to all ages and specifically to children ages 0-12.
- Familiarity with childhood development principles.
- Knowledge of children's literature and programming.
- Ability to use library-related technology, Microsoft Office Suite, social media and mobile devices and instruct patrons of all ages in their use.
- Be able to communicate effectively with patrons and staff.
- Must possess a valid Michigan Driver's License with a good driving record (based on City of Roseville standards).
- As a condition of employment, the successful candidate must pass a background check and pre-employment physical.
- The job requires moderate physical exertion such as sitting or standing in one position, viewing a computer screen for long periods and using hands and fingers in activities requiring good coordination and dexterity. The job also requires the physical strength and dexterity to handle up to 50 pounds in weight, transport loaded carts and bend and lift arms overhead.

PREFERENCES

- Recent library experience.

APPLY

Send resume, cover letter, City of Roseville application and proof of degree to: City of Roseville, Manager's Office, Human Resources, 29777 Gratiot Avenue, Roseville, MI 48066 or email to vgreen@roseville-mi.gov or fax to 586-445-5402. City of Roseville applications are available in the Manager's Office or online at www.roseville-mi.gov.

Posting Date: February 19, 2019

Closing Date: March 15, 2019

THE CITY DOES NOT DISCRIMINATE