

Notice of Vacancy/Job Posting

OUR HISTORY: Situated in Macomb County in suburban Detroit, the Fraser Public Library is a class IV library serving a population of over 14,000 people. We have over 55,000 items in our collection; we participate in e-book collections as well as other databases and the Virtual Library Card program which connects us to our local school system and students. FPL is part of the Suburban Library Cooperative and has operated for over 55 years. The Library is well established in the community, with very supportive patrons and a dedicated Friends group.

Position: Programming and Youth Services Librarian
Location: Fraser Public Library
Salary and Hours: Full-time, benefits included;
Salary Range \$38,000-43,000 depending on experience;
Hours vary (will include nights & weekends)
Reports to: Library Director

***JOB POSTING OPEN UNTIL FILLED –
Preference given to applications received by September 13th, 2019***

Job Summary

- The Fraser Public Library is looking for someone dynamic, innovative, flexible, detail and customer-service oriented to be our new Programming and Youth Services Librarian. Under the direction of the Director, the Programming and Youth Services Librarian will be responsible for overseeing the designing, scheduling, and conducting of programming for all ages. Further, this individual provides reference services for patrons, primarily, though not exclusively, at the Youth Services desk. This person enjoys collaboration, is a team builder open to innovation, and establishes a welcoming, supportive, and functional environment for all library and staff.

Responsibilities

- Promote literacy, the Library, and its services through the coordination of programs, services, and input into library collections.
- Networks with relevant community groups and participates in outreach to schools, daycares, preschools, and other community organizations and agencies.
- Ability to create, plan and execute, with the assistance of the Programming Assistant and other staff members, innovative, engaging programs for all ages. This includes reaching out to performers, negotiating prices, and confirming dates.
- Creates the FPL summer reading program for all ages each year, with the help of the Programming Assistant and other staff, which includes establishing directions, trackers, prizes and events for all ages, and is also responsible for reaching out for donations.
- Helps monitor and evaluate policies and procedures of the library, implement changes, and train staff as necessary.
- Gives input into programming budget and related purchases.
- Ensures that programs are properly staffed and conducted and that proper procedure is followed to ensure payment is provided for services rendered.
- Creates displays for all age levels throughout library, utilizing the help of the Programming Assistant and other staff members.
- Staff the adult and youth service desks as operations require, assisting patrons with circulation if needed, answering questions regarding collections, services, and policies.
- Compile programming statistics and reports for the Director and governmental entities.
- Helps create content for bi-monthly publicized newsletter as well as the bi-weekly e-newsletters.
- Orient library patrons to the library and its services.
- As necessary, assumes responsibility for supervision of library and staff including intervening in patron/staff disputes and enforcing library policy throughout the building.
- Perform other duties as assigned by Director.

Required Qualifications

- Master's degree in Library Science from an ALA accredited university required.
- At least one year professional service in a library environment required, ideally with supervisory experience.
- Successful experience working with youth.

Necessary Special Requirements

- Strong knowledge and understanding of basic library principles, procedures, and philosophy of service.
- Knowledge of print and online information, resources, computers and software programs
- Ability to direct, supervise, and manage staff.
- Analytical skills for project management, problem-solving.
- Strong organizational, time management and interpersonal skills.
- Able to identify networking opportunities and communicate with others in the profession and the community.
- Ability to plan and implement library service goals and evaluate effectiveness of service to library patrons.
- Ability to enforce library policies and make sound judgment decisions when necessary.
- Ability to prepare presentations and speak in front of groups.
- Good communication skills - verbal, interpersonal and written.
- Ability to work under limited supervision, exercising latitude in judgment to determine work methods and results.
- Desire to meet the public and serve people of all ages; pleasant, approachable demeanor.
- Ability to interact harmoniously and communicate well with staff and customers; Ability to conduct oneself with courtesy and tact.
- Physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds.
- Flexibility to adapt to changing situations and to vary work schedule; must be willing and able to work nights and weekends—including Saturdays and very occasional Sundays.
- Valid driver's license, acceptable driving history and personal automobile for job-related transportation.

Working Conditions

- Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust or noise. May also work in outdoor environments from time to time. Job requires walking, standing, sitting, bending, stooping, and reaching. Frequent sitting/standing in one position for extended periods. Requires the use of a video display monitor, keyboard, and mouse. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing library policies and procedures. Occasional travel required to attend meetings, workshops, conferences or webinars as needed.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties.

The Fraser Public Library is an Equal Opportunity Employer.

Send your letter of interest, resume and application to

Fraser Public Library

16330 E. 14 Mile Rd, Fraser, MI 48026

OR

Email the above to – fplemployment@libcoop.net

Applications can be found at <https://www.fraserpubliclibrary.org/> under Employment