

The Mount Clemens Public Library seeks an enthusiastic Youth Services Librarian to help us grow! The community recently passed an \$8.8 million renovation millage, we're looking for someone to facilitate new programs and services as we enter a new era. The ideal candidate is an experienced and independent worker who will thrive in an environment of change and growth. Is this you? Apply today!

Please send resume, letter of interest, 3 professional references and answers to the following questions (no more than 500 words per answer) as a single PDF to:

Heather McCallister
hmccallister@mtclib.org

Questions:

- Tell us about a program you'd like to see the library provide, keeping in mind the restrictions of the current pandemic
- Tell us about a new service you have designed and implemented for youth that you're proud of
- What do you feel is the role of the library in the 2020/2021 school year?
- Please provide a link video or attach a document recommending 10 picture books. Do not include images/video of yourself.

MOUNT CLEMENS PUBLIC LIBRARY

Job Description

JOB TITLE: Youth Services Librarian
HOURS: Full time, 35 hours per week; including evenings and weekends
REPORTS TO: Assistant Director
SALARY: \$42,000-\$55,000 DOQ

NATURE AND SCOPE OF POSITION:

The Mount Clemens Public Library seeks an experienced and enthusiastic Youth Librarian to build new services for a great community. The library is set to begin an \$8.8 million renovation, providing an opportunity to build a new Youth Services program from the ground up.

SPECIFIC DUTIES:

- Prompt and friendly service to the public
- Reference and Reader's Advisory to patrons of all ages with a focus on youth
- Develop and maintain the children's collection via reviewing, evaluating, selecting, and weeding materials.
- Design, promote, and present programs for children of all ages that are developmentally appropriate, both in person and virtual
- Provide outreach to schools and groups in the community
- Evaluate services for children and make recommendations for new services and changes
- Maintain the Children's page of the website and any other assigned pages
- Create materials marketing the collection and services
- Attend webinars, conferences, and other professional development opportunities
- Create and be featured in promotional, informational, or entertaining videos about the library
- Enforce the library Code of Conduct
- Serves as Librarian in Charge when assigned
- Other duties as assigned

JOB REQUIREMENTS:

- Master's Degree in Library Science from an accredited university
- Excellent customer service practices
- Strong commitment to serving youth
- Proficiency with Windows-based PCs as well as Microsoft and Google products, web searching, email, and social media
- Knowledge of childhood development and learning stages
- In-depth knowledge of library services and materials
- Familiarity with social, pop culture, and tech trends for young people
- Knowledge of emerging trends and technologies
- Knowledge of youth literature, current and classic
- Proficiency with e-reader devices and apps

- Excellent written and verbal communication skills
- Ability to organize work, set priorities, work independently, and meet deadlines
- Ability to solve problems creatively if necessary
- Ability to exercise initiative and independent judgment
- Ability to create new services and procedures

DESIRED CAPABILITIES:

Experience with Sirsi integrated library systems highly desirable

Experience in a public library serving youth

APPLY TO:

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