

The Southgate Veterans Memorial Library has an opening for a Children's & Youth Services Librarian. This is a full time (40 hour/week) position, with evening and Saturday availability required. Compensation \$31,600 - \$41,900, based on experience and qualifications, with medical, dental, and optical insurance, paid vacation and sick time, as well as matching contributions to retirement savings.

The Children's & Youth Services librarian applies professional library principles and broad knowledge in a community public library setting. Work is performed under the general supervision of the Library Director or other designated professional staff, with some latitude for judgment. They are also responsible for supervising the operations of the library in the absence of the Director, or other senior librarian. Applications will be accepted until the position is filled.

Principal Duties and Responsibilities:

- Performs collection development activities, following the dictates of the Collection Development Policy, through the selection of materials in a variety of formats.
- Responsibility for Youth/Young Adult program development, including story times and Summer Reading activities.
- Provides information on library materials, facilities, rules, and services to library patrons, in person or electronically.
- Assist library users in the areas of reader's advisory, reference, internet use or other electronic resources.
- May supervise paraprofessional employees such as student assistants or clerks.
- Serves as library liaison to the local school district.
- Performs other related duties as assigned.

Desired Knowledge, Skills, and Abilities:

- Knowledge of professional library principles, methods, materials, and practices.
- Ability to organize assignments and work independently.
- Knowledge of reader interest levels, and of books and authors.
- Knowledge of library reference materials, aids, and procedures.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to communicate effectively with staff and public.
- Ability to understand and perform routine library procedures.
- Ability to work with tact, courtesy and a friendly attitude.
- Ability to maintain a regular work schedule, including some nights and Saturdays.
- Ability to follow detailed written and oral instructions.
- Basic knowledge of computer hardware and software as they relate to library applications (i.e., the Internet, e-mail, search engines, and word processing).

Physical Demands

- Frequent standing and walking; occasional balancing, bending, twisting, and stooping.
- Handling, processing, picking up and shelving materials, including kneeling to reach bottom floor-level shelf and reaching overhead to shelve books weighing several pounds.
- Sitting and computer keyboarding.
- Speaking and hearing; ability to use the telephone.

- Lifting and carrying up to 20 pounds.
- Pushing and pulling objects up to 60-80 pounds on a wheeled cart.

Mental Requirements

- Ability to comprehend and follow oral and written directions.
- Ability to effectively communicate questions, ideas and information.
- Time management skills sufficient to set priorities in order to meet assignment deadlines.
- Ability to recognize confidential data and keep it confidential.

Equipment Used

- Computer, printer, barcode scanner, copy machine, fax, telephone.

Work Environment

- Interruptions can be frequent. However, work is mostly performed in a relatively quiet library environment.

Desired Education and Experience:

- Masters of Information & Library Science degree preferred; Bachelor's degree required.
- Work experience in a public library setting is preferred.

Applications are available at

<https://www.southgatemi.org/residents/employment.php>

Please send the completed application, along with cover letter and resume, to

Southgate Veterans Memorial Library
14680 Dix-Toledo Rd.
Southgate, MI 48195
ATTN: Director