



Clarkston Independence District Library  
6495 Clarkston Road  
Clarkston, Michigan 48346

## Head of Children's & Teen Services

The Clarkston Independence District Library (successor to the Independence Township Library) seeks a creative, enthusiastic librarian to join a positive, team-oriented work environment and lead our Children's & Teen Services departments.

**Hours:** 40 hours per week, includes some evenings and weekends  
**Salary:** \$40,000-\$46,000 depending on qualifications and experience  
**Benefits:** Health, dental, and optical insurance; Disability and life insurance; Vacation, sick and personal days; Retirement plan.

### Primary Duties and Responsibilities:

- Develop collections and manage budgets for Children's & Teen services departments.
- Collaborate with community organizations to promote the library.
- Design a variety of activities to promote use of the Library by children, teens and families.
- Hire, train, schedule and supervise part-time librarians.
- Assist patrons of all ages in obtaining information in a variety of formats.
- Provide readers' advisory services to patrons of all ages.
- Instruct patrons individually and in small groups in the use of library resources and equipment.
- Develop Library policies and procedures with administrative team.
- Coordinate volunteer projects for youth volunteers.
- Update Children's & Teen Services portion of the Library's website.

### Required Qualifications:

- MLS from an ALA accredited institution.
- Experience working with children and teens and enthusiastic commitment to children's and teen services.
- Desire and ability to provide excellent customer service.
- Strong organizational and planning skills with the ability to work independently and as a team leader.
- Supervisory experience.
- Public library/reference desk experience.
- Experience working with an ILS, Polaris preferred.
- Collection development experience.

Reports to the Library Director

Send cover letter, resume, and contact information for three professional references by email, mail or fax to:

Julie Meredith  
Library Director  
Clarkston Independence District Library  
6495 Clarkston Road  
Clarkston, MI 48346  
juliem@indelib.org  
Fax: 248.625.8852

**Deadline for applications: Friday, March 21, 2014 at 5:00pm**  
An Equal Opportunity Employer

Phone: (248) 625-2212 | FAX: (248) 625-8852 | Internet: [www.indelib.org](http://www.indelib.org)