



August 20, 2014

POSITION POSTING

LIBRARIAN – PUBLIC SERVICES (Adult/ Teen Services)

The Flint Public Library is looking for an energetic, outgoing and tech-savvy Adult/Teen services librarian to work as a member of our teen and adult public services team.

In addition to excellent customer service skills, the best candidate will be able to demonstrate knowledge and experience in some of the following areas:

- Development of programs dedicated to reaching teens in an urban library
- Outreach initiatives with local schools, teen groups and other cultural institutions leading to increased patronage by teens
- Effective communication skills, including all methods of social media to connect with adult patrons, teens and other teen organizations in the community.
- Knowledge of State of Michigan curriculum requirements for K- 12; strategies and methods libraries can use to aid teens, parents and teachers in meeting the curriculum requirements.

The Flint Public Library (www.fpl.info) is located on the campus of the Flint Cultural Center (www.fccc.org) which includes the Flint Institute of Arts, Flint Institute of Music, the Whiting, the Sloan Museum and Buick Gallery, Longway Planetarium and Flint Youth Theater. This is a unique juxtaposition of arts and educational organizations that makes possible wonderful collaborations.

Our Main Library hosts over 750 visitors per day, and our programming has been nationally recognized with a 2004 National Medal for Museum and Library Service. Our current bi-monthly calendar of events can be viewed from our web site home page.

Flint is a city facing many challenges, and Flint Public Library provides vital services to our citizens. If you understand the value urban libraries can bring to their communities and you want to do important work, join us!



COMPENSATION AND BENEFITS:

This is an AFSCME position with starting salary of \$39,696, followed by 7 annual steps to a maximum of \$53,197.

Benefits: Vacation; sick time; 12 paid holidays; health, dental and vision insurance (80% employer-paid); flexible spending plan; long term disability; life insurance; MERS pension.

TO APPLY FOR THIS POSITION - EMAIL ONLY, NO PHONE CALLS.

Send your cover letter and resume to:

jobposting@fpl.info

Posting closes at 6:00 PM on Friday, September 12, 2014

FLINT PUBLIC LIBRARY
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

TITLE: Librarian – Public Service (Adult/Young Adult)

QUALIFICATIONS

Education: Master’s Degree from ALA-accredited program required.

Experience: Customer service oriented Librarian, experience working with Adults and Teens preferred.

Skills:

- *Service orientation:* Able to approach patrons, introduce them to the library, inspire them to explore collections and coach them in the use of library resources, including computers
- *Relationships:* Able to establish and maintain effective working relations with library personnel and patrons with tact, respect and courtesy
- *Collaboration:* Able to work as a member of a team within the library and to collaborate with other community organizations as assigned
- *Communication:* Able to communicate verbally and in writing, including the ability to lead activities for groups of Teens, Grade 6 thru Grade 12, teachers and adults who work with teens.
- *Initiative:* Able to exercise independent judgment
- *Collection development:* Ability to develop a varied and balance collection of materials tailored to the Flint adult and teens community
- *Technology:* Able to use computers and technology effectively to provide library services, plus working knowledge of: e-mail systems, file and folder maintenance, office software, web authoring software, digital imaging software
- *Work habits:* Able to manage personal work projects, to produce accurate and thorough work, and to meet deadlines
- *Commitment:* Able to maintain flexibility in scheduling, and to become involved in the Flint community on a professional basis

REPORTS TO: Manager of Information Services

TERMS OF EMPLOYMENT: Librarian Salary Schedule; 260 Days (52 Weeks), 40 Hours/Week;

ESSENTIAL FUNCTIONS:

- Delivers effective library service by providing reference, readers’ advisory services, bibliographic instruction, and instruction in the use of computers, databases and online search tools within the library and in the community, promotes library services, conduct tours, prepare book lists and provide other services as community needs dictate
- Conducts book talks, class visits, leads teen book discussion and develops other teen-oriented programs
- Assists in collection management by evaluating community needs, reading reviews, recommending new and replacement materials for acquisition in all formats, evaluating usage, weeding
- Assists in the development of bibliographies, webliographies and other patron resources
- Interprets library services and procedures to patrons and others in the community (i.e., represents the library on community groups and committees, plans and conducts library programs, provides library orientation and training.)
- Gathers data and prepares in-house reports as needed
- Performs other duties and responsibilities as assigned

Residence in the City of Flint preferred.

PHYSICAL DEMANDS FOR POSITION: Sedentary Work (See U.S. Dept. of Labor Guidelines)

EVALUATION: Performance of this position will be evaluated annually.