

OXFORD PUBLIC LIBRARY

530 Pontiac Street · P.O. Box 538 · Oxford, Michigan · 48371 · (248) 628-3034

EMPLOYMENT OPPORTUNITY

Administration

Bryan J. Cloutier
Library Director & CEO

Mary Ann Dorda
Administrative Assistant

Adult Services

Sandy Gilmore
Department Head

Youth Services

Kim Burean
Department Head

Teen Services

Sian Marshall
Department Head

Support Services

Nancy Weir
Department Head

Outreach Services

Diane Betcher
Program Facilitator

Technological Services

Michael Shackelford
IT Consultant

Facilities Maintenance

Terry Brewer
Building Superintendent

Executive Board

Duane Salswedel
President

Kathy Hoeflein
Vice-President

Jean Davidson
Treasurer

Tony Rizzo
Secretary

Lynn Royster
Trustee

Julie Fracker
Trustee

Position

Youth Services Librarian
(Youth Services)

Education & Experience

Education: Masters Degree in Library/Information Science from an ALA-accredited college or university.

Desirable: Bachelors Degree in Elementary Education / Early Childhood Development or any related subject field, with prior public library experience in children's / youth services is desired, but is not a required requisite to qualify for this position.

Experience: A minimum of one (1) year of professional public library experience.

Certification: Librarian's Permanent Professional Certificate [level II] or higher issued by Library of Michigan, or ability to obtain one within six (6) months of hire.

Nature of the Work

As a member of the Library's Youth Services Team, this individual reports to the Head of Youth Services and is charged with the responsibility of selecting, acquiring, classifying, and maintaining library materials; and furnishing reference, bibliographical, and readers' advisory services. May assist the Head of Youth Services in performing in-depth, strategic research, and synthesize, analyze, and edit information.

This position requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the within the limits of standard, library policies, or accepted practices. This individual plans and prioritizes work and is expected to solve problems by adapting methods or interpreting instructions.

Hours

Part-time; Average 26 hours weekly, including evenings and weekends.

Salary

\$16.50; Paid hourly.

Prorated benefits package includes: retirement, paid vacation, sick, and holidays.

Application Deadline

Applications received on, or before 08 July 2015 will be given first consideration.

Application Process

Send a current resume, cover letter and three professional references to:

Oxford Public Library
Attn: Bryan J. Cloutier, Director
PO Box 538
Oxford, MI 48371

Or, email submissions will be accepted at: bcloutier@oxford.lib.mi.us

Questions: 248 628-3034

Posted: 01 July 2015

APPENDIX L

Youth Services Librarian

General Summary

As a member of the Library's Youth Services Team, this individual reports to the Head of Youth Services and is charged with the responsibility of selecting, acquiring, classifying, and maintaining library materials; and furnishing reference, bibliographical, and readers' advisory services. May assist the Head of Youth Services in performing in-depth, strategic research, and synthesize, analyze, and edit information.

This position requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the within the limits of standard, library policies, or accepted practices. This individual plans and prioritizes work and is expected to solve problems by adapting methods or interpreting instructions.

Essential Functions

1. Cooperate as a team member to help fulfill the Library's mission with friendliness, tact and diplomacy;
2. Establish and maintain effective working relationships with colleagues, members of the community, political leaders, Library Board, and the general public, some of whom may be upset, irate or unreasonable;
3. Analyze patrons' requests to determine needed information, and assist in furnishing or locating that information;
4. Search standard reference materials, including online sources and the Internet, to answer patrons' reference questions;
5. Teach library patrons basic computer skills, such as searching computerized databases;
6. Plan and teach classes on topics such as information literacy, library instruction, and technology use;
7. Review and evaluate materials, using book reviews, catalogs, staff recommendations, and current holdings, to select and order print, audiovisual, and electronic resources;
8. Locate unusual or unique information in response to specific requests;
9. Explain use of library facilities, resources, equipment, and services, and provide information about library policies;
10. Plan and deliver client-centered programs and services such as special services for parents, teachers, homeschoolers, preschoolers or programs for special groups;
11. Conduct research and prepare bibliographies on subjects of interest or pertaining to age appropriateness which could involve communicating with other agencies to fulfill the request;
12. Participate in committees concerned with library systems operations, cooperative programs and services, and community projects.

Employment Qualifications

Education: Masters Degree in Library/Information Science from an ALA-accredited college or university.

Desirable: Bachelors Degree in Elementary Education / Early Childhood Development or any related subject field, with prior public library experience in children's / youth services is desired, but is not a required requisite to qualify for this position.

Experience: A minimum of one (1) year of professional public library experience.

Certification: Librarian's Permanent Professional Certificate [level II] or higher issued by Library of Michigan, or ability to obtain one within six (6) months of hire.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualification should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements

1. Stooping, bending and kneeling to package and pack books and materials;
2. Prolonged periods of standing to assist patrons, search shelves and retrieve materials;
3. Ability to lift and carry books and other materials;
4. Ability to access office files;
5. Ability to enter and access information using a computer;
6. Ability to operate library and related equipment;
7. Ability to access all areas of the Library;
8. Ability to effectively communicate with others;
9. Ability to sit for long periods of time entering data.

Other Requirements:

1. Thorough knowledge of philosophy and techniques of all facets of library science;
2. Knowledge of computers and appropriate software;
3. Ability to make sound and reasonable decisions;
4. Ability to motivate, establish and maintain effective working relationships with staff and peers, volunteers, Friends of the Library, and the general public;
5. Flexibility to assist in the Adult or Teen Services Department at the request of the Library Director.

This job requires the ability to perform the essential functions contained in this job description. These include, but are not limited to, the provided requirements and working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION

				DATE	
NAME				SOCIAL SECURITY NUMBER	
LAST	FIRST	MIDDLE			
PRESENT ADDRESS					
STREET	CITY	STATE	ZIP		
PERMANENT ADDRESS					
STREET	CITY	STATE	ZIP		
PHONE NO.		ARE YOU 18 YEARS OR OLDER? Yes <input type="checkbox"/> No <input type="checkbox"/>			
ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? Yes <input type="checkbox"/> No <input type="checkbox"/>					

EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW?		IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?
EVER APPLIED TO THIS COMPANY BEFORE?	WHERE?	WHEN?
REFERRED BY		

EDUCATION	NAME AND LOCATION OF SCHOOL	*NO OF YEARS ATTENDED	*DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

SPECIAL SKILLS

ACTIVITIES: (CIVIC, ATHLETIC, ETC.)

EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.

U.S. MILITARY OR NAVAL SERVICE

RANK

PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES

*This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 26, 1991.

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

	NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1				
2				
3				

THE FOLLOWING STATEMENT APPLIES IN: MARYLAND & MASSACHUSETTS. (Fill in name of state)
IT IS UNLAWFUL IN THE STATE OF _____ TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A
CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE
SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

Signature of Applicant _____

IN CASE OF
EMERGENCY NOTIFY

NAME

ADDRESS

PHONE NO.

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.
IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING."

DATE

SIGNATURE

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY

DATE

REMARKS:

NEATNESS

ABILITY

HIRED: ☐ Yes ☐ No

POSITION

DEPT.

SALARY/WAGE

DATE REPORTING TO WORK

APPROVED: 1.

2.

3.

EMPLOYMENT MANAGER

DEPT. HEAD

GENERAL MANAGER

This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination. This Application for Employment Form is sold for general use throughout the United States. TOPS assumes no responsibility for the inclusion in said form of any questions which, when asked by the Employer of the Job Applicant, may violate State and/or Federal Law.