

Lincoln Township Public Library

Children's Librarian

Open: 10-Sept-2016 to 7-Oct-2016

Stevensville, MI

\$15.61/Hour, Part time

Hours per Week: 30

Number of Openings: 2

Union: 2% raise on April 1, 2017 and 8% raise after first year of employment

JOB SUMMARY: Under administrative direction, the Children's Librarian will participate in the activities of the Youth Services Department and staff the public service desk as needed.

DUTIES AND RESPONSIBILITIES:

- Provides programs for children and their families, including during the annual children's summer reading program. Duties include, but are not limited to: planning, presenting, and evaluating programs; networking with community groups; tracking statistics; and preparing supporting materials.
- Prepares, presents, and/or assists in weekly story times.
- Staffs public services desks as operations require.
- Maintain cleanliness and order of Early Literacy Center.
- Promotes infant, early literacy, child, and adolescent learning and development in a balanced and comprehensive manner.
- Creates bibliographies, user guides, promotional materials, and publicity spotlighting the Youth Services Department's collections, services, and programs.
- Provides reference and reader's advisory services to adults and children, including face to face interactions and preparation of reading lists.
- Creates displays to enhance the library experience and promote the use of library resources.
- Contributes to social media platforms and the Early Literacy Newsletter.
- Assists in maintaining and developing a collection of youth materials, both print and non-print, which includes selecting items for purchase and withdrawal under the direction of the Head of Youth Services.
- Makes suggestions for equipment purchases and maintenance of the department.
- Performs other related work as required or assigned by management.

JOB REQUIREMENTS:

- This job requires a Masters of Library and/or Information Science from an American Library Association accredited library school.
- Successful experience working with children.
- Professional experience working in public library preferred.
- Working knowledge and understanding of basic library principles, procedures, technology, goals, and philosophy of service.
- Ability to plan and implement library service goals and evaluate effectiveness of service to our patrons.
- Demonstrated capacity to set priorities in order to meet assignment deadlines.

- Capability to enforce library policies and make sound judgment decisions when necessary.
- Competence to read and understand information contained in memoranda, reports, bulletins, and other written forms.
- Interpersonal and communication skills necessary to interact with various library staff and patron in an effective and courteous manner. Effectively communicate in both verbal and written form.
- Aptitude to prepare presentations and speak in front of groups.
- Capacity to identify networking opportunities and communicate with others in the profession, especially other children's librarians.
- Skill to do basic math without the aid of a calculator and more complex calculations with a calculator.
- Capability to write and administer a budget effectively.
- Knowledge of technology functions such as email, internet searching, printing, and basic word processing and spreadsheet software.
- Willingness to maintain skills in above-mentioned areas through active participation in appropriate professional learning experiences.
- Ability to operate a variety of library equipment including a telephone, computer, fax and copy machine, printer, calculator, cash register, audiovisual equipment, library automation systems, software programs, and other equipment as added or required.
- Position requires some evening and weekend shift availability.

To be considered for this position please submit your library application, resume and cover letter to Lincoln Township Public Library Youth Services Manager Kaela Cochran at kcochran@lincolnlb.org by October 7, 2016.

Employment applications can be accessed at <http://lincolntownshiplibrary.org/employment/>.