



**Position Available
Walled Lake City Library
Youth Services Librarian**

Hours: Part time, average 18 hours per week, includes mornings, afternoons, evenings and weekends: schedule to be determined.

Salary: \$16.00-\$18.00 per hour, based upon experience and education.

Benefits: one week paid time off after one year.

Duties & Responsibilities

- Provide excellent service to patrons of all ages
- Planning and execution of programming for children and young adults
- Perform circulation desk duties including charging and discharging materials, placing patron holds and handling cash transactions for fines and fees
- Juvenile and young adult collection development and maintenance
- Provide general information to all library users and actively promote library services and programs
- Other duties as assigned

Required Qualifications:

- Master's degree in Library Science, or 18 credit hours toward the degree, from an ALA accredited school
- Knowledge of young adult and juvenile literature
- Strong verbal and written communication skills
- Computer proficiency including use of databases and Microsoft Office applications
- Ability to provide superior customer service to library users of all ages
- Ability to demonstrate sound judgment and strong professional ethics
- Ability to work cooperatively with library staff in a team environment
- Ability to produce neat, accurate and timely work within an established timeframe
- Physical agility and strength to bend, reach, lift, push and carry up to 40 lbs., kneeling and bending to access materials from low shelving, sitting or standing for prolonged periods

Preferred Qualifications:

- Experience working with children of various ages and their parents
- Previous library experience

Reports to the Library Director.

Applications received by November 28, 2016 will be given first priority.

Please submit application (available at <http://www.walledlakelibrary.org/about-us/employment-volunteer-opportunities.html> or at the Library), resume and cover letter to:

Alyson Lobert, Library Director
Walled Lake City Library
1499 E. West Maple Road
Walled Lake, MI 48390

Or email to: alyson@walledlakelibrary.org