



RECRUITMENT ANNOUNCEMENT

Librarian I, Youth Services Troy Public Library

Starting at \$41,247 to \$47,000/year

Posting Date
November 8, 2016
Revised

Closing Date
Open until filled

Excellent medical, dental, and vision plans start day of hire
Retirement plan includes 401a and Health Savings plans with employer contribution

The [Troy Public Library](#) is the hub of the vibrant, dynamic, and diverse City of Troy. The Library sees over 700,000 visitors per year and serves an educated and involved community and serves an educated and involved community. Being engaged with up-to-date technology is a priority and a value to Library staff, residents, and businesses.

DUTIES

- Under the supervision of the Head of Youth Services, the Youth Librarian I works as a public service librarian specializing in youth resources, including materials for patrons ranging from birth through approximately twelve years.
- Provides reference and readers' advisory.
- Evaluates programing needs and makes recommendations for potential programs and services for the youth population.
- Coordinates outreach efforts, especially to Troy School District.
- Supervises Library Pages in the Youth Services Department.
- Participates in long range planning of programming, collections, and services.
- Expands efforts to reflect and celebrate the diversity of Troy.

REQUIREMENTS

- Master of Library Science degree from a library school accredited by the American Library Association.
Candidates must submit proof of degree and official transcript with application.
- Recent experience developing and performing storytimes and other programs for children ages 0-13 years.
- Recent experience providing reference and readers' advisory services for children, their families, and those who care for and work with them.
- Demonstrated knowledge of children's literature, both historical and current, and knowledge of child development.
- Demonstrated proficiency with electronic databases, Microsoft Office applications, social media, and mobile technology, especially as it related to digital resources.
- Ability to interact courteously and effectively with the public, library staff, library volunteers, and other City departments.
- Ability to work in a collaborative, dynamic, fast-paced environment, using excellent organizational and time management skills.
- As a condition of employment, the successful candidate must pass a background check and pre-employment physical including drug screen.

PREFERENCES

- Two to three years of recent experience working with children as a librarian in a public library.
- Recent supervisory experience.
- Knowledge of Polaris Library Systems software.

EVALUATION PROCESS will consist of an interview, background check, physical examination and drug screen.

APPLY

Applications are available at www.troymi.gov/jobopenings and can be sent to apply@troymi.gov or turned into the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084, or you may call (248)680.7296.

Your application is part of the review process; be sure it is complete. Attaching a resume is required, however, all information requested on the application form must be completed (*i.e. writing "see resume" is not sufficient*).

AN EQUAL OPPORTUNITY EMPLOYER

The City of Troy does not discriminate against persons with disabilities in employment or the provision of services. If you have a disability and may need accommodation in order to participate in this process, please contact the Human Resources Department at least two (2) working days in advance of the date needed. An attempt will be made to make reasonable accommodation.