

# BAY COUNTY LIBRARY SYSTEM

## Job Vacancy

### Public Services Librarian I, Children's Department

April 20, 2017

**ASSIGNMENT:** Public Services Librarian I, Children's Department

**WAGE:** 2017 pay range: \$19.97/hourly rate at date of hire; 4th step \$23.96/hour

**HOURS:** 40 hours per week, including weekends.

**VACATION:** After one year - 20 days. Increments in vacation occur at 5, 6, 7, 8 and 9 years of service.

**PERSONAL DAYS:** 5 days, after successful completion of probation.

**SICK:** Earned at 1 day per month, accrue until successful completion of probation. Accumulate to 100 days.

**RETIREMENT:** 401K/457 Retirement options with employer 2% contribution and an additional 2% match.

**HEALTH INS:** Blue Cross/Blue Shield or a \$2,600 deferred compensation annual contribution in lieu of health insurance. (Employee pays 20% of premium.)

**DENTAL INS:** Blue Cross/Blue Shield dental coverage. (Employee pays 10% of premium.)

**LIFE INS:** \$20,000 life insurance policy on employee.

**PROBATION:** First 9 months

**AVAILABLE:** May 15, 2017 at the earliest

**APPLICATION DATE:** Send cover letter and resume by 5:00 p.m. Friday, May 5, 2017

Eileen Schulz, Administrative Assistant  
Bay County Library System  
500 Center Avenue  
Bay City, MI 48708  
[eschulz@baycountylibrary.org](mailto:eschulz@baycountylibrary.org)

**Job Description**  
**PUBLIC SERVICES LIBRARIAN I**

**NATURE OF POSITION**

This position will perform professional tasks related to library work with patrons of all ages. This position may be responsible for the operations of the library in the absence of the Managing Librarian. This position works under the general supervision of the Managing Librarian. Emphasis will be on reader's advisory, collection development and programming for children.

**ESSENTIAL FUNCTIONS: REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

1. Promote and further the purpose and objectives of the Bay County Library System
2. Ability to create and/or perform story times, crafts, programs and puppet shows
3. Demonstrated knowledge of children's literature
4. Must have good people skills and/or good customer service skills
5. Must be able to follow directions, meet deadlines, perform required responsibilities and possess strong organizational skills
6. Ability to effectively communicate clearly and interact with children, parents, teachers, and library staff
7. Have skills and abilities needed to effectively lead, train, supervise, and discipline personnel appropriately
8. Work with patrons, co-workers, and supervisors in a manner that is positive, supportive, cooperative, and in the best interest of the library
9. Be proficient in the application and operation of appropriate hardware and software for the automated circulation system and database
10. Become proficient in operation of equipment in performance of duties, i.e. computers, multi-line phones, fax, photocopy and other machinery
11. Bend, twist, lift, and interfile books and other library materials on shelving units up to 90" in height, transport books and A/V materials from one location to another
12. Carry library materials, supplies and equipment weighing up to 30 pounds on a regular and repetitive basis and be able to push carts holding similar materials throughout the work site

### **EXAMPLES OF POSITION RESPONSIBILITIES**

(Any one position may not require all of the responsibilities listed, nor do the listed examples include all tasks that may be necessary in positions of this class.) Promote and further the purpose and objectives of the Bay County Library System using professional library principals, methods, materials and practices.

1. Plan and develop activities and programs for children such as story times, book discussion, puppet shows, summer reading programs, etc.
2. Represent the library as a Children's Librarian in outside community activities as assigned
3. Visit elementary, middle and high schools, child care centers, and community groups to explain and promote the public library Children's services
4. Perform reference and reader's advisor service for children
5. Instruct children in library skills
6. Conduct tour and orientation sessions at the library as requested
7. Advise adult patrons in the selection of reading materials for children
8. Prepare booklists and bibliographies
9. Keep abreast of developments and applications of library technology
10. Assist in training and supervision appropriate personnel
11. Search the Internet and other on-line sources for materials
12. Attend pertinent meetings and professional workshops
13. Perform other library or departmental duties as assigned

### **MINIMUM QUALIFICATIONS**

Master's degree in Library Science, including the study of children's literature, from an A.L.A. accredited college. Work experience in a public library setting is preferred. Equivalent combination of experience and education may be accepted.