



**Salem-South Lyon  
District Library**  
*Imagine the Possibilities*

**POSITION AVAILABLE**

06/30/2017

**Youth Services Librarian**

Pay Range: \$35,790 - \$39,474

Benefits: Group Healthcare Plan; Deferred Compensation with employer-sponsored contribution of 6.5% of Gross Wage. Paid time off.

Hours: Full-time. 40 hours per week. Includes some evening, Saturday, and Sunday hours.

Reports to: Head of Youth Services

The Salem-South Lyon District Library is seeking a full-time Youth Services Librarian. The position requires the ability to work hard, have fun, and provide amazing service.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide a high level of customer service to customers of all ages through comprehensive reader's advisory, reference and technology assistance with an emphasis on youth customers
- Assist customers in the use of the Library's in-house and electronic resources
- Manage portions of the youth collections as assigned
- Plan and implement story times and other youth programs
- Participate in school and community events as a representative of the Library
- Maintain a current knowledge of books, authors and trends in library services, programs, collections and technology
- Support the Head of Youth Services in the maintenance of statistics, budgets, and other reports
- Collaborate with the Head of Youth Services to develop and enhance the services, programs and collections offered by the youth department
- Create displays and other promotional items to raise awareness about the services, programs and collections offered by the youth department
- Actively seek out and apply for grants, awards and alternative funding
- Participate in professional organizations and maintain professional and technical expertise through participation in continuing education and professional development activities
- Provide outreach services to the community
- May oversee library operations in absence of supervisory staff

**MINIMUM QUALIFICATIONS include:**

- Master's Degree in Library and Information Science from an ALA accredited program
- Enthusiastic customer service philosophy
- Proficient in the use of technology, including, but not limited to, digital resources and mobile devices
- Shows an interest in trending library services and technology

- Strong organizational and creative problem-solving skills
- Ability to multi-task, prioritize duties, work independently and meet deadlines
- Excellent written and oral communication skills, including public speaking
- Ability to interact with staff and customers with tact, courtesy and good judgment
- Must be willing to work variable hours including some evenings and weekends
- Physical ability and stamina to perform typical job duties

PREFERRED QUALIFICATIONS include:

- Public library experience
- Winning attitude: positive, upbeat, focused
- Initiative: seeks opportunities, uses good judgment, takes intelligent risks
- Accountability: recognizes responsibilities and lives up to commitments

**The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements.**

APPLY TO: Qualified applicants should submit a resume, application, and responses to the questions below. Applications are available at [ssldl.info/about/library-employment](http://ssldl.info/about/library-employment).

1. How do you personally learn about library trends and new technologies?
2. Describe your best mentor or supervisor—what did you learn from that person?
3. Knowing the community you serve is very important for collection development, program planning, and determining which services to offer. How do you plan to get to know the community this library serves?

Deadline for submissions: 5PM July 14, 2017

Interviews anticipated: Week of July 17, 2017

Decision anticipated by: July 24, 2017

Starting date: ASAP

Salem-South Lyon District Library

9800 Pontiac Trail

South Lyon, MI 48178

Attention: Donna Olson, Library Director

[dolson@ssldl.info](mailto:dolson@ssldl.info) Phone: (248) 437-6431 x206 FAX: (248) 437-6593

**THE SALEM-SOUTH LYON DISTRICT LIBRARY IS AN "AT WILL," EQUAL OPPORTUNITY EMPLOYER.**