



## **JOB DESCRIPTION**

### **JOB TITLE: Youth Services Librarian (Part-time)**

### **DEPARTMENT/DIVISION: Library**

#### **SUMMARY OF FUNCTION**

Under the general supervision of the Library Director, performs a variety of professional duties which directly result in the delivery of library services to the community through direct and indirect public contact. Duties may include planning and implementation of library youth programs, assisting patrons with reference and readers' advisory questions, and assisting with the selection and maintenance of the library collection.

#### **ESSENTIAL TASKS**

- Assist with selection and maintenance of the library collection - print, non-print and electronic.
- Supervise work activities of library personnel under the direction of the Library Director.
- Provide reference and information services to all ages using print, non-print and electronic sources.
- Plan and conduct youth library programs and prepare displays.
- Participate in development of policies and procedures for the library.

#### **SUPPLEMENTAL TASKS**

- Attend workshops or courses on library related topics.
- Participate in professional activities (e.g., The Library Network, Michigan Library Association, etc.).

#### **KNOWLEDGE SKILLS AND ABILITIES**

- MUST have a Masters Degree in Library Science, or its equivalent, from an American Library Association accredited library school.
- Must qualify for state certification from the Library of Michigan as follows:
  - Librarian's Permanent Professional Certificate, or
  - Librarian's Professional Certificate.
- Thorough knowledge of modern library services, techniques and principles.
- Ability to serve library patrons efficiently and effectively.
- Technology experience - Microsoft Office, Sirsi Dynix & Workflows; Social Networking; webpage management, internet searching, public access catalog training for the public, etc.

**SALARY RANGE** - This is a 20 or 24 hour work week, part-time position with a rate of \$17.35 per hour and no benefits.

**NOTE** - This job description is intended to indicate the general nature of responsibilities typically assigned to the job. The description is not necessarily exhaustive or intended to limit the supervisor's right to modify assignments as necessary.

*The City of Oak Park does not discriminate in its employment or any other programs or activities on the basis of race, religion, color, creed, national origin, ancestry, ethnicity, gender, economic status, age, marital status, sexual orientation or disability. We provide reasonable accommodation for qualified individuals with a disability, if requested. Notification of the need for accommodation must be made at the time of application.*

**TO APPLY:**

The City of Oak Park Human Resources Department only accepts electronic submissions. Please download and complete an application at [www.oakparkmi.gov](http://www.oakparkmi.gov). Completed **City of Employment Application forms**, resumes and other pertinent data must be sent in PDF format to [hrassistant@oakparkmi.gov](mailto:hrassistant@oakparkmi.gov)