



## **Position: Information Services Youth Librarian, Part-time**

### **Job Duties:**

- Provides readers' advisory, reference services and computer assistance using a variety of collections, materials and formats.
- Trains and assists patrons with day-to-day computer questions and learning new technology and software.
- Plan, implement and promote programming services appropriate to the needs of the community. In addition, design and present story times for children age's birth - Kindergarten.
- Participates in collection development and maintenance, keeping within monetary and physical space constraints.
- Engage in outreach opportunities within the community.
- Works positively and collaboratively across departments to accomplish department goals.

### **Job Requirements:**

- MLS from an ALA accredited school.
- Knowledge of youth literature.
- Experience presenting children's story times age's birth – Kindergarten.
- Dedication to public service.
- Enthusiastic, friendly, self-motivated and creative.
- Knowledge of Internet and computer related technology.
- Strong organizational skills and attention to detail; verbal, written, and interpersonal communication skills.
- Physical mobility, vision, hearing, and manual dexterity essential.
- Maintain physical condition necessary for sitting, standing, bending, and /or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 500 pounds; operating assigned equipment; picking up litter; spreading ice melt.

**Salary:** \$21.90 per hour

**Hours:** 18 hours per week

- Monday, 3:30-9 p.m.
- Wednesday, 9:30 – 3 p.m.
- Friday/Saturday (C Team), 9:30 – 6 p.m.

**Benefits:** None

### **Application:**

- Resume, cover letter and application required.
- Available at <https://www.novilibrary.org/About-Us/Employment-Volunteering.aspx>
- Send to: Marcia Dominick, Administrative Assistant  
Novi Public Library  
45255 W. Ten Mile Road  
Novi, Michigan 48375
- E-mail: [mdominick@novilibrary.org](mailto:mdominick@novilibrary.org)

**Deadline:** Monday, November 5, 2018

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