



**WALLED LAKE CITY LIBRARY  
EMPLOYMENT OPPORTUNITY**

**POSITION:** Assistant Director/Youth Services Librarian

**PAY RATE:** \$36,500 - \$39,500 depending on qualifications

**BENEFITS:** Medical with prescription, dental, optical, disability and life insurance coverage; pension plan; voluntary deferred compensation plan; vacation; holiday; personal and sick leave.

**SCHEDULE:** 40 hours per week, weekdays, minimum of one evening per week and one Saturday per month

**ASSISTANT DIRECTOR DUTIES AND RESPONSIBILITIES (approx. 25% time):**

- Responsible for assisting the Director in the planning, organization, supervision, development and administration of all library services, personnel, operations and programs
- Assumes the duties of the Director in his/her absence
- Attends meetings in Director's stead as needed
- Assists Director in compiling statistics for State of Michigan Annual Report for State Aid and Library Annual Report
- Manages and reconciles incoming cash, revenue receipts and income tracking spreadsheets
- Attends staff meetings, professional meetings and workshops for continuing education
- Other duties as assigned

**YOUTH SERVICES LIBRARIAN DUTIES AND RESPONSIBILITIES (approx. 75% time):**

- Provides reference assistant and reader's advisory to library patrons of all ages
- Selects, develops and maintains assigned collections
- Plans, prepares for and presents programming for youth and young adults including story time, the summer reading program and other programs
- Provides outreach to local schools and others; seeks partnership opportunities with community organizations
- Assists patrons at the circulation desk in person and on the phone
- Attends staff meetings, professional meetings and workshops for continuing education
- Offer excellent customer service focusing on youth services
- Collaborate with other staff to plan and implement a variety of programs and events
- Maintain and update social media and website content
- Perform other duties as assigned

**QUALIFICATIONS:**

- ALA-accredited MLIS degree or significant progress in MLIS program
- At least one year of experience in a public services position in a library
- Enthusiasm for youth and commitment to public service excellence
- Knowledge of children's and young adult literature and AV materials
- Skill in planning and presenting programs for children and young adults
- Computer literacy and an ability to provide technology instruction

- Embraces change in work environment, procedures and services
- Good organizational skills; able to prioritize duties and tasks, work independently and assume responsibility
- Delivers consistently friendly, attentive, welcoming, high quality customer service to patrons of all ages
- Ability to work effectively with the public and other library employees

**CLOSING DATE:** Applications received on or before Friday February 28, 2020 will be given first consideration.

**APPLICATION:** Cover letter, resume and completed [application form](#) that is available on our website; [www.walledlakelibrary.org](http://www.walledlakelibrary.org), and three professional work-related references

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The Walled Lake City Library is an equal opportunity employer