



Position Title: Youth Services Librarian

20 hours/week includes evenings and regular weekend shifts

Department: Youth Services

Salary: Starts at \$20.00/hour, commensurate with experience

Benefits: Paid personal time off and holidays

The Ferndale Area District Library believes each employee makes a significant contribution that should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the library to just the work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of the services we provide to library patrons. The ideal candidate should be committed to equity and inclusion while serving a diverse community.

General Statement of Duties:

Under general supervision of the Department Head, the Librarian provides professional library work in support of the Youth Services department. Duties may include providing reference and readers' advisory services to library patrons, children's programming, storytimes, collection management, assistance with public computers, and Person in Charge duties when assigned.

Job Responsibilities and Examples of Services Performed:

- Assist with youth desk duties and provide reader's advisory to children and families
- Plan and conduct storytimes and early literacy activities
- Create and implement creative programming for children 0-12
- Select, order, evaluate, and weed juvenile collections
- Provide community outreach and build relationships with public schools and early childhood centers
- Supervise patron behavior and equitably enforce Library policies
- Serve as Person in Charge of the building, when assigned. Must be able to make decisions in situations dealing with library security, emergency procedures, and conflict resolution
- Actively participates in orientation programs, in-service training, and continuing education opportunities
- Flexibility in scheduling including evenings and weekends

Essential Knowledge, Skills, and Abilities:

- Knowledge of current trends in library service to children
- Ability to work with library patrons of varied ages and backgrounds to maintain effective interpersonal relationships; deal tactfully with the public; ability to speak and write effectively
- Self-motivated and able to exercise initiative and independent judgment
- Possess appropriate computer skills and have an awareness of the role of technology in the everyday lives of library patrons

Education and Experience Requirements:

- Master's Degree in Library and Information Science from an ALA accredited institution
- 1 to 3 years of experience working with children in a library setting preferred, or any equivalent combination of education, customer service experience, and/or training that provides the required knowledge, skills, and abilities

Physical Demands and Working Conditions:

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- Environment: Library environment; extensive public contact.
- Mobility: Sufficient mobility to work in a library setting; operate office equipment
- Vision: Vision sufficient to read small print, computer screens and other printed documents

FLSA status: Non-exempt

Please submit a resume, cover letter, three professional references, and a [completed employment application](#) to jordan@ferndalepubliclibrary.org by July 6th, 2021. Only electronic submissions will be accepted.

Ferndale Area District Library
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248-546-2504

The Ferndale Area District Library is an equal opportunity employer.