



Position Opening

POSITION: Full-time Children's Librarian

DUTIES:

- *Knowledge of current library theories and practices
- *Knowledge of children's literature and a need to share it
- *Research and answer reference questions
- *Perform reader's advisory work to assist patrons in the selection of materials and get them excited about reading
- *Work with other children's librarians to plan programs (in-person, virtual, and passive), displays, and collection development
- *Interact and work effectively with customers, supervisors, and co-workers from children's and other departments
- *Participate in collection management under supervision of the Operations Manager including: collection evaluation, reading reviews, meeting with vendors, ordering materials, and selective weeding
- *Assist with general operation of the library, including helping opening and closing building
- *Communicate effectively in person and in writing
- *Work with computers and applications, including: databases; Microsoft Office suite; Zoom; etc.
- *Keep up to date on early literacy, literature, programming, and technology
- *Work under short time constraints to meet deadlines
- *Interpret and follow policies and guidelines.
- *Be available for flexible work schedule as needed
- *Perform other duties as assigned

LOCATION: Graubner Library
65821 Van Dyke, Washington, MI 48095

QUALIFICATIONS:

- *Master's degree in Library Science from an ALA accredited program or the equivalent combination of appropriate coursework in Library Science and library-related experience OR Master's degree in Early Childhood Education
- *Demonstrated knowledge of principles and practices of library science and technology and their application to the use of reference tools, book selection, criteria and methodology; and common library resources

- *Knowledge of how to engage children and make them glad they came to the library
- *Dependable work habits; attention to detail; ability to work quickly and accurately; reliability; flexibility
- *Willingness to read aloud, sing, and dance in front of a room of children and their caregivers
- *Passion for working with children and families to help them on their journeys to lifelong learning
- *Self-motivation AND the ability to work well with a team
- *Knowledge of all computer applications and hardware related to performance of the essential functions of the job
- *Lift and carry objects up to 50 lbs.

REPORTS TO: Operations Manager

SALARY: \$17.18 -\$19.08 per hour, full benefits (medical, dental, vision, short-term and long-term disability, retirement, health savings account)

HOURS: 40 hours per week; includes day, weekend, and evening hours

QUESTIONS: What is your go-to picture book for storytime, and why does it work to engage the children? Does it fit with any of the early literacy practices?

If you could lead any program for school-aged children, what would it be and how would you plan it?

Tell us about a database or website that has been helpful to you for working with children. Is it something you would be able to use at the children's reference desk?

What is one thing you would like to learn in the next year as a children's librarian?

SUBMIT: Letter of interest, answers to the above questions, and resume to:

Claire Lopiccolo, Director
 Romeo District Library
 65821 Van Dyke
 Washington, MI 48095
claire@romeodistrictlibrary.org

Accepting submissions through Friday, July 23, 2021

www.romerodistrictlibrary.org