

WALLED LAKE CITY LIBRARY

EMPLOYMENT OPPORTUNITY



POSITION: Youth Services Librarian, Full Time

The Walled Lake City Library is seeking a creative and enthusiastic person to join our small team. The ideal candidate should be passionate about children's literature and programming, eager to build relationships with the public schools and community organizations, and committed to equity and inclusion while serving a small community.

PAY RATE: \$38,000

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

DUTIES AND RESPONSIBILITIES:

- Provides reference assistant and reader's advisory to library patrons of all ages
- Selects, develops and maintains assigned youth collections
- Plans, prepares for and presents programming for children and families 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 interns and other staff to plan and implement a variety of programs and events
- Maintain and update social media and website content as needed
- Assumes the role of the Librarian-in-Charge in the Director's absence
- Attends meetings on behalf of the Library as requested
- 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
- Broad knowledge of youth literature, media, and trends
- Willingness to maintain a flexible schedule in order to implement programming
- 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

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

CLOSING DATE: Applications received on or before Friday, July 9 2021 will be given first consideration

APPLICATION: Cover letter, resume and completed application form that is available on our website; www.walledlakelibrary.org, and three professional work-related references

EMAIL/SEND TO: Carrie Ralston, Library Director
Walled Lake City Library
1499 E. West Maple Rd.
Walled Lake, MI 48390
carrie@walledlakelibrary.org

The Walled Lake City Library is an equal opportunity employer