

CIDL

CLARKSTON INDEPENDENCE
DISTRICT LIBRARY

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6495 Clarkston Road
Clarkston, MI 48346

Head of Children's & Teen Services

The Clarkston Independence District Library seeks a creative, enthusiastic librarian to join a positive, team-oriented work environment and lead our Children's & Teen Services departments.

Hours: 40 hours per week, includes some evenings and weekends
Salary: \$48,000-\$64,000 depending on qualifications and experience
Benefits: Health, dental, and optical insurance; Disability and life insurance; Vacation, sick and personal days; Retirement plan.

Primary Duties and Responsibilities:

- Develop collections and manage budgets for Children's & Teen services departments.
- Collaborate with community organizations and schools to promote the library.
- Design and coordinate a variety of activities to promote the use of the Library by children, teens and families.
- Hire, train, schedule and supervise part-time children's librarians, program assistants, and a full-time teen librarian.
- Foster teamwork among the Children's and Teen department staff.
- Assist patrons of all ages in obtaining information in a variety of formats.
- Provide readers' advisory services to patrons of all ages.
- Instruct patrons individually and in small groups in the use of library resources and equipment.
- Develop Library policies and procedures with administrative team.
- Coordinate volunteer projects for youth volunteers.
- Update Children's & Teen Services portion of the Library's website.

Required Qualifications:

- MLS from an ALA accredited institution.
- Experience working with children and teens and enthusiastic commitment to children's and teen services.
- Desire and ability to provide excellent customer service.
- Strong organizational and planning skills with the ability to work independently and as a team leader.
- Supervisory experience.
- Public library/reference desk experience.
- Experience working with an ILS, Polaris preferred.
- Collection development experience.

Reports to: Library Director

Please email cover letter, resume, and three professional references to:

Julie Meredith, Library Director

juliem@cidlibrary.org

Deadline: Monday, August 16, 2021 at 6:00pm