



POSITION OPENING

TITLE: Librarian II

WAGES & BENEFITS: \$46,800 annually; vacation, sick, and holiday time; health, vision, dental, life, short- and long-term disability insurance

STATUS: Full-time, 40 hours per week; work schedule includes some evenings and weekends

REPORTS TO: Head of Youth Services

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Staff the Youth Reference Desk
- Provide readers advisory and reference services primarily to youth, birth -12 years
- Instruct patrons in the use of library resources
- Provide assistance in the use of library computer equipment and assist with troubleshooting ●
- Participate in collection development and maintenance as assigned
- Assist with planning and presenting youth programs on or off site
- Assist with publicizing the library and its programs
- Assist in representing the library on social media
- Assist with website content and updating
- Assist with reports and compiling statistics
- Maintain interest and awareness of library developments appropriate to the position
- Other duties as assigned

REQUIRED QUALIFICATIONS:

- Master's Degree in Library Science/Information Technology from an American Library Association accredited graduate school
- Coursework and/or experience with children's literature
- Coursework and/or experience in computers and electronic sources
- Knowledge of library collection development tools, reference materials, and bibliographic sources
- Expertise in using information technology and troubleshooting computers, printers, and software
- Demonstrated ability to:
 - o Communicate effectively orally and in writing
 - o Stimulate interest in the use of library sources and programs
 - o Prepare and conduct weekly preschool storytimes and other youth programs, in person or virtually
 - o Project an enthusiastic and positive image of the library
 - o Set priorities in a changing environment and make decisions in a timely manner
 - o Achieve and maintain cooperative and effective relations with staff and public
 - o Work comfortably with all age groups

TO APPLY: Submit in a *single* document: completed Saline District Library employment application (available at www.salinelibrary.org), letter of application, and resume to: paula@salinelibrary.org or by mail to: Paula Schaffner, Head of Youth Services, Saline District Library, 555 N. Maple Rd., Saline, MI 48176 **Applications received by Friday, September 10, 2021 will receive first consideration.**