

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is currently seeking qualified candidates for the following full-time career position:

JOB CLASSIFICATION: Librarian I - Youth Services

SALARY RANGE: TPOAM Grade I Pay Range: \$47,104- \$57,979

Benefit package, including medical, dental, vision, life insurance; retirement; holidays, vacation, and more.

REPRESENTATIVE JOB DUTIES

- Assist patrons of all ages with reader guidance and reference.
- Collection development responsibilities for youth.
- Assist in the development and implementation of library programs for youth and teens.
- Instruct patrons on the fundamentals of library procedures and the use of computer programs.
- Promote, publicize and represent youth services and the library to the community, schools and other local agencies.
- Work with teachers and homeschooling parents to provide the best service for homework and research assignments.
- Conduct tours and makes presentations.
- Contribute to the development and content of the library's website.
- Perform related duties as required.

JOB REQUIREMENTS

- Master's degree in Library Science from an A.L.A. accredited University; course work or relevant experience in youth services is required.
- Demonstrated experience in planning and assisting with programs for youth and teens.
- Desirable candidates will have a proactive, public service attitude along with excellent communication skills; public speaking experience is a plus.
- Course work/experience in collection management for youth and teens.
- Demonstrated proficiency with electronic databases, Microsoft Office applications, social networking sites, and mobile technology, as it relates to eBooks and other digital resources.
- Some experience working in a Public Library desirable.

Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience. The selection process will include a review of the applicant's experience, criminal history check, and an oral board interview. Each step of the selection process must be passed before the applicant will be considered for advancement to the next step.

APPLY AT: City of Southfield, Human Resources Department,
26000 Evergreen Road, Southfield, MI 48076

A Completed City of Southfield application packet is required to be considered for this position.

Applications may be downloaded from the City's website at www.cityofsouthfield.com
Completed applications can be emailed to: sfldjobs@cityofsouthfield.com

City of Southfield application packets must be received in the Human Resources Dept. no later than 5:00 p.m.

March 23, 2022

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

JS Dated: February 24, 2022



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.