



EMPLOYMENT OPPORTUNITY AVAILABLE

Bloomfield Township Public Library is seeking an enthusiastic, forward thinking, and experienced individual to serve as our Youth Services Assistant Department Head. The successful candidate will have a strong commitment to provide quality public service and the desire to work in a collaborative, team environment. Bloomfield Township Public Library is a Class 5 library serving a community of 41,070 residents. There is strong community support for the Library and the collections, programs and services offered. The Library is a member of The Library Network cooperative.

POSITION TITLE: Assistant Department Head, Youth Services

DEPARTMENT: Youth Services, Reporting to the Department Head

HOURS:

Full-time, 37.50 hours per week including nights and weekends on a flexible basis.

WAGE & BENEFITS:

\$56,855.55 to \$78,008.43 or \$29.16 to \$40.00 per hour. Benefits include paid leave time such as vacation, sick, holiday and emergency time. Health Insurance, Dental and Optical Insurance, Term Life and Disability Income Insurance provided. Defined contribution retirement plan and retiree health savings plan offered. Eligible for Deferred Compensation and other Voluntary Benefits. Employee Assistance Program. Opportunity to participate in Professional Development.

RESPONSIBILITIES:

- Provides positive, pleasant professional service to the public.
- Assists Department Head in the supervision of all aspects of the Youth Services Department.
- Responsible for the supervision of one Clerical Assistant and five Pages.
- Works with Department Head to coordinate Youth Services programming and cultivate relationships with community partners.
- Participates in the selection, development and evaluation of collections in the Library.
- Other duties as assigned.

REQUIREMENTS:

MINIMUM:

- ALA accredited Master's degree in Library and Information Science.
- A minimum of 3 years professional Library experience as a youth librarian on a service desk in a public library.
- Strong computer skills, including familiarity with Windows-based computer software and design platform Canva.
- Knowledge of internet and database searching and experience with downloadable resources.
- Strong commitment to public services through an EDI lens, Reader's Advisory skills, organizational, communication and writing skills.
- Excellent interpersonal and public relations skills to work effectively with Library patrons, staff, and the community in a team environment.
- Ability to lift, push, and/or pull at least 20 pounds.

- Ability to review materials and discern voice and audible tones.

DESIRED:

- Considerable knowledge and experience in Youth Services, including social-emotional and childhood development for birth through 8th grade
- Experience creating and presenting in person and virtual programs
- Supervisory experience
- Public speaking experience
- Experience working with community organizations

DUTIES MAY INCLUDE:

- Record a short craft or science activity video for Youth Services On-Demand channel
- Prepare book talks for outreach visit to 5th graders
- Resolve staff or patron questions in the Library as the Senior Librarian for the day
- Write the Youth Services programming material for the quarterly newsletter
- Oversee the shifting of a part of the Youth Services collection
- Training a new Clerical Assistant or Page
- Assist parent and child looking for report resources on the Library's databases for youth
- Suggest titles and/or series for emerging readers
- Plan an outreach story time at local community organization
- Assist patron with low vision with finding assistive technologies in the Accessibility Support Collection
- Gather resource materials for a classroom teacher working on a particular theme
- Lead youth, Youth staff, and patrons in event of emergency to safety
- Visit elementary schools to promote summer reading program
- Work with Youth Interns to develop handouts introducing a new collection
- Work with Department Head to draft the upcoming season of programs
- Work with Teen librarian to develop an after-hours event for tweens and teens
- Assist a patron with downloadable materials
- Working with clerical assistant to keep department programming statistics

APPLICATION, RESUME, COVER LETTER: Sunday, March 27. Application is at the Welcome Desk and online at www.btpl.org/employment-volunteer/

Careers

Bloomfield Township Public Library

1099 Lone Pine Road

Bloomfield Township, MI 48302

248-642-5800

Fax: 248-642-4175

Email: careers@btpl.org

Applications can also be delivered to the Library in person.

*Bloomfield Township Public Library champions the power of words
to spark discovery and imagination.*

For more information about the Library, visit our website: www.btpl.org