



Youth and Tween Librarian Position Description

The Salem-South Lyon District Library is seeking an energetic and creative librarian who has a passion for serving youth and tween populations. We are searching for a person that is committed to extraordinary levels of service through patron engagement, diverse collections, innovative programming and growing outreach into our community.

Position Summary: Responsible for professional library duties that support service to children and tweens under the direct supervision the Head of Information Services. Duties include performing public service desk duties, conducting youth and tween programming, participating in community outreach programs, providing reference and reader's advisory services, and assisting in the development and maintenance of the youth and tween collections.

Duties and Responsibilities: The following reflects management's definition of essential functions for this job, but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

1. Assists patrons at the public service desks: helps locate materials; answers reference and readers' advisory questions; instructs patrons in use of all library resources.
2. Participates in the planning, implementation and evaluation of programming for youth, tween and their families.
3. Participates in collection development and management of youth and teen collections.
4. Represents SSLDL at community and outreach activities and events for youth and teens; collaborates with schools
5. Working knowledge of current technology, i.e. Google Apps and knowledge of various mobile and tablet devices.
6. Contributes to social media as assigned.
7. Participates in departmental meetings, library-wide committees, and library-related events.
8. Performs other related duties and special projects as assigned.



Salem-South Lyon District Library

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Minimum Qualifications

1. Master's degree in Library Science or working towards a Master's degree from an ALA accredited library school.
2. Basic knowledge of library operations.

Physical demands and work environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Schedule 40 hours weekly to include evenings and one weekend per month. Responsible for at least four Sunday shifts per year.

Pay Range: \$37,000-53,000; salary commensurate with experience

Benefits: Group Healthcare Plan with Flexible Spending account; Deferred Compensation contribution; paid holidays/vacation/sick/personal days

Applications will be accepted until the position is filled. Interested individuals should forward a cover letter that specifically addresses the position requirements, a resume and three references.

Terms of Employment:

- Work schedule to be determined by the Department Supervisor and/or Director
- Salary, benefits, and termination of employment in accordance with Board policy
- Six months probationary period
- The Salem-South Lyon District Library is an "at-will" employer