



Head of Youth and Teen Services

Salary Range: \$50,000 - \$57,000 based on experience and education

Hours: 37.5 hours a week, including some evenings and Saturdays

Reports to: The Library Director

Benefits: **Primary benefit package** - Includes **family** health, dental, and optical insurance. Employee life and disability insurance. MERS defined contribution retirement plan (401a plan) with an employer contribution of 10% of salary and no required match. Paid time off benefits includes vacation, sick, personal business, and 15 holidays.

Other unique benefits - Voluntary benefits including a Flex and MERS 457 plan. \$3,000 annual stipend for those who waive health insurance coverage. Schedule six days one week, four days next week, resulting in a three-day weekend every other week. Professional membership and the opportunity to participate in professional development are available and encouraged. The Library is closed on Memorial Day, Labor Day & Thanksgiving weekends, allowing staff three-day holiday weekends and a four-day weekend for Thanksgiving.

Requirements:

- The successful candidate will possess an MLS or MLIS and a minimum of two years of experience as a professional librarian. They will be passionate about excellent customer service, have an innovative, forward-thinking vision of how public libraries can best serve their communities in the 21st century, and be willing to embrace and facilitate change.

Responsibilities:

- Provides day-to-day management of the Youth and Teen department, including interacting with the public, staff supervision, evaluating, training, hiring, scheduling, emergency preparedness, budgeting, marketing, and recommending department and Library needs.
- Offers excellent customer service while providing reference and readers' advisory services for Youth, Teens, and users of all ages.
- Manages collection development for youth and teen materials, including selection, ordering, budgeting, marketing, and weeding.
- Develops new and improved collections based on trends and community needs.
- Manages the planning and implementation of traditional and innovative Youth and Teen programming.
- Positively promotes and communicates the value of the Library to staff, patrons, and the community.

Responsibilities (continued):

- Works closely as a member of the Library management team on strategic planning, goal setting, policy development and policy implementation that is compatible with the Library's mission.
- Manages Library and building operations in the absence of the directors; responds to emergencies and provides support as needed; acts quickly, exercising good judgment.
- Engages in outreach to schools and at events within the community.
- Collaborates on projects and services that improve the library user experience.
- Provides backup support to other departments as needed.

Minimum Qualifications:

Education and Certification:

- ALA-accredited MLIS or MIS degree.
- Two years of progressively more responsible professional library experience.
- Supervisory experience desired.
- Library of Michigan Level 1 or 2 Librarian Certification preferred.
- Must possess a valid Michigan State driver's license.

Knowledge, Skills, and Abilities:

- Advanced knowledge of public library service for Youth and Teens.
- Enthusiasm and commitment to public service excellence.
- Ability to work effectively and courteously with the public and other library employees.
- Computer proficiency, including using digital resources, databases, and Microsoft Office applications; the ability to teach others these same skills.
- Experience with library automation software, online ordering, event scheduling, and public pc management software. Troubleshoot simple technology problems.
- Strong interpersonal, communication, organizational, and time management skills.
- Exhibit flexibility and a willingness to work in a dynamic and changing environment
- Lift, carry, and push items up to 50 pounds, including shelving carts.
- Occasionally required to drive to other locations for meetings, outreach, or training.
- Willingness to adjust schedule to meet library needs.

The above describes the general nature and level of work and is not an exhaustive list of all job duties. This job is an at-will position.

Email cover letter, resume, and completed [application](#) to: arosen@whitelakelibrary.org
Amy Rosen, Assistant Director

Dates: Applications received by **Wednesday, April 20, 2022**, will be given first consideration.

The White Lake Township Library is an equal opportunity employer.