

Job Announcement
Rochester Hills Public Library School Outreach Librarian

Position: School Outreach Librarian, 22.5 hours per week, including evening and weekend hours

Department: Outreach

Salary: \$22.56 - \$29.44/hour (placement may be higher depending on qualifications)

Benefits: short-term disability, long-term disability insurance; pension contribution (6% of annual salary after initial 6 months); prorated holiday, vacation and sick paid time; professional development workshops and conferences.

Optional benefits: health, dental and vision insurance; deferred compensation plan, flexible medical reimbursement plan, dependent care, and additional long-term care insurance.

Important Dates

Deadline for applications: Friday, May 6, 2022

Decision anticipated: Friday, May 20, 2022

Starting date: ASAP

Job Description: This person provides professional library information services to children, young adults, and/or adult customers. Such services include reader's advisory, reference services and programming. Other responsibilities may include assignment(s) to a subject and/or service specialty area. Librarian positions require responsible, resourceful persons with a broad knowledge base and professional library science training. These employees work in close contact with the public and must understand the principles and techniques of public library service.

Primary Job Duties:

- Provide professional reader's advisory and reference services to customers
- Instruct customers in use of the library and its print and electronic resources
- Assist in materials selection and acquisition, collection development, and weeding
- Prepare bibliographies or information resource guides and keeps them current
- Provide library programs including book talks, discussion groups, storytelling, hands-on programs, school visits, and other related programs



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- The desire to meet the public and serve patrons of all ages and abilities
- Positive attitude toward accommodating library users living with disabilities
- Inspired to provide exceptional customer service
- Excellent communication skills, written and verbal, including telephone skills
- Ability to communicate effectively with coworkers in a fast-paced environment
- Dependable and flexible work habits
- Demonstrated ability and/or experience working with Windows based computers, in several software applications
- Ability to use Google suite of productivity tools
- Ability to work independently and assume responsibility

School Outreach Duties:

- Establish and maintain relationships with local school administrators, educators, and staff including homeschool students and their families in our service area
- Develop consistent communication with administrators including principals, public relations, curriculum specialists, and media specialists
- Attend school literacy nights, parent-teacher association meetings, curriculum nights, and other school events
- Coordinates annual accessibility field trips with school staff and parent liaison
- Meets regularly with youth, teen, and Public Relations departments to coordinate messaging to schools for events and specialized services.
- Be available as a back-up to our Early Literacy Bookmobile librarian
- Exhibit flexibility in scheduling to include working desk schedules, attending events, working on the community or early literacy bookmobile, etc.

Requirements of the role

Physical:

- Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; picking up litter; spreading ice melt
- Standing or sitting for periods of time
- Writing or typing to complete work-related documents
- Mental:
 - Is accurate
 - Able to maintain confidentiality of library records and administrative matters



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- Good time management: is prompt, flexible, works under short time constraints, and meets deadlines
- Able to interact and work effectively with customers, supervisors, co-workers and volunteers
- Able to retain concentration and poise despite numerous interruptions
- Environmental:
 - Normal interior environment for most librarian positions
 - Small space environment commiserate with a bookmobile vehicle for outreach librarian position
 - Frequent visits to off-site garage where vehicle is store for overnight parking (garage may have sounds and fumes associated with large, diesel vehicles) for outreach librarian position
- Travel:
 - <15% (attendance at local meetings or statewide workshops)

The Rochester Hills Public Library is an Equal Opportunity Employer.

Please respond to the following questions and include the responses with your resume and RHPL application:

1. How can the school outreach librarian positively impact the school community?
2. While at a school event, a parent shares complaints about certain books with you. Please describe how you would navigate this conversation.
3. What excites you most about this position?

Application: Please fill out an employment application at <http://www.rhpl.org/jobs> and attach a cover letter, resume, answers to the pre-interview questions, and a diversity statement. Additionally, if you would like to be considered for the Youth Services librarian position that is open concurrent with this one, please indicate that in your cover letter. If you have questions about the School Outreach librarian position, please direct them to: Mary Davis, Head of Outreach.



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