



## JOB POSTING

**TITLE:** Librarian II

**SALARY & BENEFITS:** \$47,800 to \$52,600 (depending on qualifications); vacation, sick, and holiday time; health, vision, dental, life, short- and long-term disability insurance

**STATUS:** Full-time, 40 hours per week; work schedule includes some evenings and weekends

**REPORTS TO:** Head of Youth Services

### ESSENTIAL DUTIES and RESPONSIBILITIES:

- Staff the Youth Reference Desk.
- Provide readers advisory and reference services primarily to youth (birth to 12 years)
- Instruct patrons in the use of library resources.
- Provide assistance in the use of library computer equipment and assist with troubleshooting.
- Participate in collection development and maintenance as assigned.
- Assist with planning and presenting youth programs on or off site.
- Assist with publicizing the library and its programs.
- Assist in representing the library on social media.
- Assist with website content and updating.
- Assist with reports and compiling statistics.
- Maintain interest and awareness of library developments appropriate to the position.
- Some additional tasks in support of programs, training, and collection development may be assigned.

### REQUIRED QUALIFICATIONS:

- Master's Degree in Library Science/Information Technology from an American Library Association accredited graduate school
- Coursework and/or experience with children's literature
- Knowledge of library collection development tools, reference materials, and bibliographic sources
- Expertise in using information technology and troubleshooting computers, printers, and software
- Demonstrated ability to:
  - Communicate effectively orally and in writing
  - Stimulate interest in the use of library sources and programs
  - Project an enthusiastic and positive image of the library
  - Set priorities in a changing environment and make decisions in a timely manner
  - Achieve and maintain cooperative and effective relations with staff and public
  - Work comfortably with all age groups

**TO APPLY:** Submit in a *single* document: completed Saline District Library employment application (available at [salinelibrary.org/about/employment](http://salinelibrary.org/about/employment)), letter of application, and resume to:

Kelly Soerens, Head of Youth Services at [kelly@salinelibrary.org](mailto:kelly@salinelibrary.org).

Please contact Kelly via email or phone at 734-429-5450 with any questions.

**Applications received by Friday, June 24, 2022 will receive first consideration.**