

## **Job Announcement**

### **Rochester Hills Public Library Teen Librarian**

**Position:** Teen Librarian (37.5 hours per week, including evening and weekend hours)

**Department:** Adult & Teen Services

**Salary:** Dependent on qualifications and experience.  
Appointment may be made at the Librarian II level (\$46,000 - \$60,020, 10 steps) or Librarian I level (\$44,000 - \$57,410, 10 steps).

**Benefits:** Medical, dental, and vision insurance; short-term disability, long-term disability insurance; long-term care insurance; pension contribution (6% of annual salary after initial 6 months); holiday, vacation and sick paid time; library-sponsored professional development membership (such as MLA), workshops and conference registrations; telework options.  
Optional benefits: deferred compensation plan, flexible medical reimbursement plan and dependent care options.

**Dates:** Deadline for applications: Monday, July 11, 2022, by 5 p.m.  
Decision anticipated: Wednesday, July 20, 2022  
Starting date: ASAP

#### **Job Description:**

The successful candidate will be comfortable learning new things, adaptable to change, and display patience and a commitment to excellent customer service in the primary job duties listed below.

#### **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 for collections of print and non-print materials for teens
- Prepare bibliographies or information resource guides and keep them current
- Provide library programs for teens, ages 13-18
- Supervise teen volunteers
- Maintain awareness of new developments and trends in the field through professional journals, workshops, conferences, etc.



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- Work independently within the broad guidelines set by library policies and the library director
- Participate in planning library objectives and services
- Motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies and the public
- Assume responsibilities for supervision of personnel and facilities as directed
- Prepare for emergencies and help maintain a safe work environment
- Perform related duties as required

**Librarian I Qualifications:**

- Master's degree in library science from an ALA-accredited library school
- Knowledge of the philosophy and techniques of public library service, particularly for teen patrons
- Demonstrated knowledge of library materials and resources
- Knowledge of online information resources, computers, software programs (such as Microsoft Windows, Word), and automated circulation system (Polaris)
- Creativity to develop and implement new library programs and services
- Ability to think analytically to develop new or revised systems, procedures, and workflow
- Ability to exercise initiative and independent judgment
- Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form
- Ability to make decisions, and interpret and communicate details about policies
- 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

**Librarian II Qualifications:**

- All Librarian I qualifications
- 3-5 years of teen/YA librarian experience
- Exercise good judgment and diplomacy when enforcing library policies
- Adapts communication style based on audience, age, and/or demographic
- Proactive and inspires others to stay current in areas of teen librarianship



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### Requirements of the role:

- Physical:
  - o 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
  - o Standing or sitting for periods of time
  - o Writing or typing to complete work-related documents
- Mental:
  - o Is accurate
  - o Able to maintain confidentiality of library records and administrative matters
  - o Good time management: is prompt, flexible, works under short time constraints, and meets deadlines
  - o Able to interact and work effectively with customers, supervisors, co-workers and volunteers
  - o Able to retain concentration and poise despite numerous interruptions
- Environmental:
  - o Normal interior environment for most librarian positions
- Travel:
  - o <15% (attendance at local meetings or statewide workshops)

This is not an exhaustive list of all duties, responsibilities and qualifications; it is intended to describe the major responsibilities and requirements of this position.

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

1. We have several ongoing programs for teens, as well as regular one-time programs. What kinds of programs would you suggest we add to enhance our teen offerings?
2. What would you do if a patron objected to a book you had purchased, a program you had planned, or a display you set up?
3. Tell us about a time where you made an exception to an established rule or guideline. Why did you decide this was necessary, and how did you communicate it?



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**Application:** Please fill out an employment application at <http://www.rhpl.org/jobs> and attach a cover letter, resume, answers to the above questions, and a diversity statement.

If you have questions about the position, please direct them to:

Allison Sartwell, Head of Adult Services

Rochester Hills Public Library

500 Olde Towne Road

Rochester, MI 48307

[allison.sartwell@rhpl.org](mailto:allison.sartwell@rhpl.org)

**The Rochester Hills Public Library is an Equal Opportunity Employer.**



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