

WALLED LAKE CITY LIBRARY

EMPLOYMENT OPPORTUNITY



The Walled Lake City Library is seeking an enthusiastic, organized and community oriented children's librarian to join a positive, team-oriented work environment. The ideal candidate should have a desire to work in a collaborative team environment, an interest in innovative children's library services, an understanding of early literacy, and a commitment to serving children and families. **We are open to considering non-MLIS candidates with comparable experience or those about to finish their degree.**

- POSITION:** Children's Librarian, Full Time, exempt
- SCHEDULE:** 40 hours per week, weekdays, evenings and one Saturday per month
- BENEFITS:** Vacation/Holiday/Sick Pay
Medical with prescription/dental/optical insurance
Disability and life insurance coverage pension plan
voluntary deferred compensation plan
- SALARY:** \$44,500 - \$48,000, commensurate with experience

DUTIES AND RESPONSIBILITIES:

An employee in this position may be called upon to do any or all of the following duties. These examples do not include all of the duties which the employee may be expected to perform.

- Plans and executes children's programs and services for patrons to promote or facilitate the use of library resources
- Plans and executes collection development in a variety of formats and subject areas, including selection, display, access, analysis, weeding, and budget management.
- Collaborate with other staff to plan and implement a variety of children's programs and events
- Provide assistance and reader's advisory to library patrons of all ages
- Develops displays and public relations materials to promote children's services, including content for social media and the kid's web page.
- Performs library tours, visits classrooms, assembles teacher collections, and partners with schools and other community groups
- Assists patrons at the front desk in person and on the phone
- Creates an environment that attracts and invites families to use the facilities and collections
- Attends staff meetings, professional meetings and workshops for continuing education
- Assumes the role of the Librarian-in-Charge in the Director's absence, dealing effectively with confrontational individuals and challenging situations
- Perform workroom duties including shelving materials, shelf reading, processing holds, returns and other materials from delivery
- Perform other duties as assigned

QUALIFICATIONS:

Education and Experience

- Master's Degree *or equivalent experience* in Library Science, Childhood Education, or related fields
- Experience working with children birth through age 12
- Public library experience preferred

Skills and Abilities

- Enthusiasm for youth and commitment to public service excellence
- Knowledge of current trends in libraries, early literacy principles, and public library services to children
- Knowledge of developmentally appropriate practices and literature for children birth through age 12
- Demonstrated ability to use technology, including automated library system, office productivity software, electronic resources, and databases
- Embraces change in work environment, procedures and services
- Good organizational skills; able to prioritize duties and tasks, work independently and assume responsibility
- Commitment to public service and desire to serve patrons of all ages, backgrounds, and abilities
- Punctuality and dependability
- Ability to work effectively with the public and other library employees
- Ability to understand, interpret, and communicate library policies and procedures.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- **Environment:** Library environment; extensive public contact.
- **Mobility:** Sufficient mobility to work in a library setting; operate office equipment
- **Vision:** Vision sufficient to read small print, computer screens and other printed documents

APPLICATION: Resume, Cover Letter, and City of Walled Lake application are required.

Applications are available at walledlakelibrary.org. Submit application materials electronically to Carrie Ralston, Library Director, at admin@walledlakelibrary.org.

CLOSING DATE: Applications received by Wednesday, February 21 will receive priority consideration but the position will remain open until filled.