



# Orion Township Public Library

**Position Available**  
**Head of Youth Services**  
**37.5 hours/week**

**Supervises:** Youth Services & Hourly Librarians  
**Salary:** \$68,900 - \$82,700

## **Primary Job Duties:**

Under the general supervision of the Library Director, performs a wide variety of professional librarian and supervisory duties associated with youth programming, outreach, collection development and general library operations. Oversees and administers services for children and caregivers.

## **Required Qualifications:**

- General Professional Development:
  - Develops priorities for effective performance of duties, including re-prioritization in response to changes in circumstances.
  - Analyzes data and presents results using both established tools/techniques and individually developed creative methods; draws both objective and subjective conclusions, using inference and logic, in presenting results.
- Knowledge & Skills:
  - Possesses the equivalent of extensive formal training in library and information science, including an understanding of the application of the theory and practices of the profession to the operations of the organization, usually in the form of a major in library and information science, as part of a Master's Degree (or other applicable extended training program).
  - Possesses a full understanding of the theory behind how procedures and practices in library services are developed, beyond how they are used at OTPL, in order to effectively make significant contributions to policy and procedure development.
- Licenses & Certifications:
  - Level 1 or 2 Professional Certificate from the Library of Michigan
- Technical Skills:
  - Uses Microsoft Office tools to create and modify basic documents.
  - Uses Microsoft Outlook to send, receive, and correspond via email.
  - Demonstrates necessary proficiency with the ILS, MeLCat, Michigan eLibrary databases, and other online resources.
- Communication Skills:
  - Possesses ability to effectively communicate not only facts or the results of analysis, but the employees' opinions and extrapolations of information they collect and synthesize/analyze.
  - Able to resolve significant conflicts that may arise because of disagreements between employees, between employees and patrons, or with the public, other legal entities or organizations.
  - Prepares effectively written communication (e.g. correspondence, memos, letters, emails) conveying information.
  - Prepares and effectively executes presentations of information and analysis to groups.

**Dates:** Applications submitted by 4pm, Friday, October 10, 2025, will receive first review

**Apply:** Please submit an application, cover letter, and resume. Link to apply is available at:  
<https://orionlibrary.org/library-employment/>.

This is an at-will position. Orion Township Public Library is an Equal Opportunity Employer.