

MOUNT CLEMENS PUBLIC LIBRARY
Job Description

Job Title: Young Adult Library Specialist
Hours: Part time, 20 hours per week, including evenings and weekends
Reports To: Young Adult Librarian
Salary: \$16.00 - \$18.00 per hour

NATURE AND SCOPE OF POSITION:

Under the direction of the Young Adult Librarian, the Young Adult Library Specialist will provide direct and varied patron services, including but not limited to planning, implementing dynamic programming, curating and providing access to high quality relevant materials of interest to young adults ages 12 - 18, cultivating resources and services aimed at attracting non-library users, mentoring teens and young adults to develop and plan for personal goals, and creating a safe, welcoming, and stimulating environment.

SPECIFIC DUTIES:

- Provide prompt, courteous, and direct assistance to patrons in a library setting
- Assist library patrons with information needs, in both print and digital formats
- Develop and implement programs and services to fulfill the diverse recreational, enrichment, personal, developmental, and educational needs for teens and young adults ages 12 - 18
- Actively engage teens and young adults through the community by providing outreach services to local schools, community centers, community agencies, and anywhere teens and young adults gather
- Assists in preparing exhibits, seasonal displays, and bulletin boards throughout the teen and young adult area
- Provide technical assistance in computer area
- Place holds on library materials
- Place interlibrary loan requests
- Circulate materials
- Accurately shelve materials
- Manage information desk, phone, and email inquiries
- Advocate for teens and young adults within the library organization and in the community
- Ensure safety and code of conduct are followed by patrons
- Refers information requests requiring professional assistance to librarians
- Attend continuing education courses and trainings
- Other duties may be assigned

JOB REQUIREMENTS:

- High school diploma or equivalent
- Demonstrated oral and written communication skills
- Demonstrated computer skills
- Working knowledge of Dewey Decimal system
- Good public service attitude

DESIRED CAPABILITIES:

- Experience with Polaris ILS
- Passion and desire to work with teens and young adults in a public library setting
- Minimum of 1 year library experience
- Post secondary education
- STEAM focus

PHYSICAL REQUIREMENTS:

- Prolonged sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times
- Must be able to read and discern computer screens and book labels
- Must be able to push/pull book carts up to 50 pounds

TO APPLY:

Send resume and cover letter to Katie Barnes at kbarnes@mtclib.org

The Mount Clemens Public Library does not acknowledge receipt of applications.

The Mount Clemens Public Library is an equal opportunity employer.