

JOB VACANCY - BAY COUNTY LIBRARY SYSTEM

Librarian II-Department Head – Children’s Department

May 15, 2019

- ASSIGNMENT:** Responsible for the management, operation, and supervision of the children’s department at the Alice and Jack Wirt Public Library. Provides reference services; develops children’s collection; creates and carries out story times and craft programs.
- WAGE:** \$44,283 – \$53,206
- HOURS:** Salaried position, 40 hours per week, regularly scheduled Monday through Saturday, evening and weekend work required
- VACATION:** Twenty days annually. After five years of service an additional day per year up to a total of 25 days annually.
- PERSONAL DAYS:** 5 days
- SICK:** Earned at 1 day per month. Accumulate to 100 days. After 100 days, sick days may be exchanged for vacation at 2:1 up to five days/year.
- RETIREMENT:** 401K/457 Retirement options with employer 2% contribution and an additional 2% match.
- HEALTH INS:** Blue Cross/Blue Shield or a deferred compensation annual contribution in lieu of health insurance.
- DENTAL INS:** Delta Dental or a deferred compensation annual contribution in lieu of dental insurance.
- LIFE INSURANCE:** \$20,000 life/AD&D insurance policy on employee
- PROBATION:** First 6 months
- AVAILABLE:** Immediately
- APPLICATION DATE:** Send letter of application and resume by 5:00p.m. May 30, 2019.

**Eileen Schulz, Administrative Assistant
Bay County Library System
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Bay City, MI 48708
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SEE ATTACHED JOB DESCRIPTION FOR POSITION RESPONSIBILITIES.

LIBRARIAN II – CHILDREN’S DEPARTMENT,
DEPARTMENT HEAD

NATURE OF POSITION

Performs professional tasks related to library work with children. Responsible for the management, operation, and supervision of the Children’s Department including some system-wide coordination. Directly responsible to the Managing Librarian.

ESSENTIAL FUNCTIONS: REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Promote and further the purpose and objectives of the Bay County Library System
- Work with patrons, co-workers, and supervisors in a manner that is positive, supportive, cooperative, and in the best interest of the library
- Have skills and abilities needed to effectively lead, train, supervise, and discipline personnel appropriately
- Be proficient in the application and operation of appropriate hardware and software for the automated circulation system and database
- Be proficient in the operation of equipment in performance of duties, i.e. computers, multi-line phones, fax, photocopy and other developing technology.
- Bend, twist, lift, and interfile books and other library materials on shelving units up to 90” in height, transport books and a-v materials from one location to another
- Carry library materials, supplies and equipment weighing up to 30 pounds on a regular and repetitive basis and be able to push carts holding similar materials throughout the work site
- Possess verbal aptitude required to communicate clearly and effectively with children, parents, teachers, and library staff
- Must possess strong organizational skills
- Follow directions, meet deadlines, and perform required responsibilities
- Demonstrate knowledge of children’s literature
- Ability to create and/or perform storytimes, crafts, and puppet shows

EXAMPLES OF POSITION RESPONSIBILITIES

(Any one position may not require all of the responsibilities listed, nor do the listed examples include all tasks that may be necessary in positions of this class.)

- Promote and further the purpose and objectives of the Bay County Library System
- Read, review, and evaluate children's materials
- Plan and develop activities and programs for children such as storytimes and reading programs
- Coordinate systemwide children's programs such as the Summer Reading Program
- Coordinate systemwide children's meetings
- Represent the library as a Children's Librarian in outside community activities as assigned
- Visit elementary schools, child care centers, and community groups to explain and promote the public library Children's services
- Perform reference and reader's advisor service for children
- Advise adult patrons in the selection of reading materials for children
- Systematically re-evaluate materials for the purpose of collection development
- Recommend departmental materials budget
- Keep abreast of developments and applications of library technology
- Prepare booklists and bibliographies
- Search the Internet and other on-line sources for materials
- Conduct tours and orientation sessions at the library as requested
- Instruct children in library skills
- Coordinate and supervise the operations of the department, including training, scheduling, and supervising departmental staff
- Attend pertinent meetings and professional workshops
- Perform other departmental duties as assigned

MINIMUM QUALIFICATIONS

Master's degree in Library Science, including the study of juvenile literature, from an A.L.A. accredited college and three years experience working in a Children's Department. Equivalent combination of experience and education may be accepted.