



Full-time Youth Services Librarian

Harrison Township Public Library

Annual salary of \$50,000, full-time, 40 hours per week

Benefits: Health, dental, life insurance, matching retirement contributions, paid time off, sick time, and paid holidays

Applications accepted through March 24th. Interviews begin the week of March 27th with an anticipated start date as soon as possible.

The Harrison Township Public Library is a Class IV library with a service population just under 25,000. Harrison Township is a beautiful waterfront community located on Lake St. Clair with a number of local recreational activities for outdoor enthusiasts. The library was first established as a community-funded entity in 2015 and continues to grow. HTPL is seeking a personable, enthusiastic individual to join us on our journey.

The Youth Services Librarian is crucial to HTPL's program of public service. Duties include:

- Planning and implementing innovative children's programs at HTPL and offsite as required
- Developing youth print, audio-visual, and digital collections including ordering and weeding
- Providing computer assistance including but not limited to Microsoft Office, email, online searches, printing using our print management system, and social media
- Assisting patrons with Overdrive ebook and audiobook download service, the Library's catalog, MeLCat, and MeL databases
- Working independently within the guidelines set by library policies and the Library Director
- Motivating, establishing and maintaining effective working relationships with coworkers, supervisors, volunteers, other community agencies, and the public
- Assuming responsibilities for supervision of personnel and facilities in the absence of senior staff
- Maintaining awareness of new developments and trends in the field through professional journals, workshops, conferences, etc.
- Performing public relations functions such as preparing promotional materials and press releases, developing in-house displays, maintaining library social media accounts, and participating in community outreach opportunities that may require public speaking
- Collecting/negotiating fines and fees
- Other tasks as assigned

Minimum qualifications:

- Master's degree in Library Science or its equivalent from an ALA accredited school
- Demonstrated knowledge of children's programming and materials
- Positive, proactive customer-oriented attitude
- Excellent verbal and written communications skills
- Computer proficiency including Windows Operating System, Microsoft Word, Excel, PowerPoint, Publisher, online services such as Overdrive and MEL, web utilities including email and searching
- Flexibility in scheduling including nights and weekends

Preferred qualifications:

- Successful experience with Youth Services programming and collection development
- Customer service experience

Physical requirements:

- Using the telephone, lifting, pushing, pulling, carrying objects weighing up to 50 pounds, walking, bending, stooping, crouching, reaching, carrying, climbing ladders, pushing book carts
- Standing or sitting for long periods of time

Apply:

Only electronic submissions will be considered. Application for Employment can be found on our website at <https://htlibrary.org/about/employment/>

Submit application, resume, and three professional references to:

Melissa Goins, Library Director

director@htlibrary.org