The Alma Public Library will be accepting applications for: Juvenile/Young Adult Services Librarian

**Job statement:**

Juvenile/Young Adult Services Librarian is a full-time, 40hr./week position, including evening and weekend scheduling assignments. Presentations may require off-site travel and schedule changes. This position is under the supervision of the Library Director.

**Job duties:**

Plans, arranges, and performs all Juvenile/YA programming for the Alma Public Library. Including, but not limited to, story time, films, and special events, reading clubs, school and community outreach. Participates in the formulation of policy and develops procedures related to Juvenile/YA services. Assists the technical services department with material classification and cataloging services as needed. Plans, organizes, and maintains the Juvenile/YA collections. Analyzes the two collections for content and implements the acquisition of materials, including print, media, data base, and other appropriate formats. Designs and creates displays for the Library to promote Library and community activities. Utilizes all available promotional devices, including radio, newspaper, Facebook, community bulletin boards, and the Library’s homepage. Prepares an annual department budget as well as monitoring expenditures made throughout the year. Works the public service desk providing reference and reader’s advisory for patrons of all ages. Any omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**Education & experience:**

Bachelor’s Degree. Minimum two years library experience. Education work should have included study of Juvenile and YA literature. Ability to work well with Juvenile/YA patrons. Experience with library ILS. Experience performing Juvenile & YA programming. Knowledge of current trends in Juvenile & YA services. Ability to use reference sources and implement research techniques. Knowledge of publisher and dealer sources and ability to implement acquisition strategies within the library supply network. Computer graphics ability is a strong asset.

**Physical requirements:**

Frequent contact with children and YA patrons of various ages, backgrounds, and abilities. Intermittent physical activity, including bending, reaching, and prolonged periods of sitting or standing. Regular lifting and carrying of objects weighing up to 50 lbs.

**Salary/benefits:**

City Of Alma benefit package. This is an at-will position.

**Deadline for application:** Friday, 22 July, 2016, 5pm.

**Submit Application with Resume to:**

Sheila Letourneau, City Clerk

City Of Alma

525 East Superior St.

Alma, MI 48801

Phone: 989/463-8336; FAX: 989/463-5574

E-mail: sletourneau@ci.alma.mi.us