



August 9, 2024

Due to the external promotion of our previous Teen Librarian, the Farmington Community Library is seeking a creative, dynamic, and innovative Teen Services Librarian to join our team. The ideal candidate will be knowledgeable about current trends in young adult literature and programming, including STEAM. They will play a key role in outreach efforts, building relationships with local schools and community organizations to promote our services and programs. If you are enthusiastic, forward-thinking, and dedicated to making a positive impact on the lives of teens, we want to hear from you.

Position: Librarian – Teen Services (Full-time, Non-exempt)

Hours: 40 hours per week, including days, nights, and weekends on a flexible basis

Location: FCL Farmington Hills

Responsibilities May Include:

- Providing quick and accurate reference and reader's advisory services to the public
- Assisting patrons in the use of the Library's in-house technology and online resources
- Developing and maintaining assigned areas of the collection
- Developing, scheduling, presenting, and evaluating programs and activities designed for teens in grades 6-12 which address the recreational and educational needs and interests of the local community
- Establishing and maintaining liaison relationships with local middle and high schools; Coordinating with school staff and administrators to collaborate on joint projects and promote library resources and programs designed for teens in grades 6-12; Conducting school visits and presentations to promote library programs and services
- Exploring, establishing, and growing outreach opportunities and collaborative relationships with community organizations, government agencies, after-school programs, recreational clubs, and other groups that provide programs and services for teens in grades 6-12
- Scheduling, training, and managing teen volunteers; Developing a variety of volunteer opportunities for teens in grades 6-12 to engage in
- Participation in Library, community, and consortium committees
- Possessing a high-level knowledge of FCL's policies and procedures
- Serving as the Staff-In-Charge of the building when assigned; Must be knowledgeable about and able to make decisions in situations dealing with library security, emergency procedures, and conflict resolution
- Library liaison to various internal and external groups
- Other duties as assigned

Minimum Required Qualifications:

- Master's Degree in Library and Information Science from a school accredited by the American Library Association
- Professional certification as a Librarian from the Library of Michigan
- Ability to apply the knowledge, principles, and skills of professional librarianship to effectively complete assigned responsibilities

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- Ability to provide a welcoming atmosphere to teens through personal presence and service
- A positive and enthusiastic approach to public library service
- Knowledge of literature, both classic and contemporary, and the ability to successfully provide reading recommendations for a range of abilities, interests, and ages from children to adults
- Proficient in the use of technology including Microsoft Office Suite, Outlook, and Teams
- Ability to quickly understand, utilize, and teach new systems, technologies and processes
- Excellent customer services skills, including over the phone, online, and in-person
- Effective oral and written communication skills, including the ability to explain or convey information and opinions in such a way that it is easily understood by the intended audience
- Ability to work with diverse audiences, maintain effective working relationships, and successfully resolve conflicts
- Ability to apply strong critical thinking skills to identify issues, investigate possible solutions and outcomes, solve problems, and make decisions
- Ability to manage time effectively, prioritize and manage tasks and projects without supervision, and demonstrate an attention to detail and flexibility

Preferred Qualifications:

- 2 years' experience working in a public library setting specializing in Young Adult or Teen Services
- Experience purchasing, developing, and maintaining Teen collections
- Ability to provide expert-level reader's advisory services for teens and offer personalized book recommendations based on individual interests, reading levels, and current trends in young adult literature
- Knowledge of local nonprofit and community organizations to create opportunities for Library partnerships
- Experience with working with international demographics

Physical Activity Requirements:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree.

Salary: \$52,400

Benefits: Vacation, sick leave, personal leave, and holidays; Defined Contribution plan; Life insurance

Application: Application, cover letter, and resume due by **Friday, August 23 at 5:00 PM.**

To: Farmington Community Library
Attn: Crystal Peterson – Executive Assistant
32737 W. Twelve Mile Road
Farmington Hills, Michigan 48334
Electronically to: Crystal.Peterson@farmlib.org

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