

Position: Teen & Adult Services Librarian

Reports to: Information Services Coordinator

Salary: \$20.00-\$30.00 DOQ

Hours: 24-28 hours/week including nights and weekends

Qualifications:

- Master's Degree in Library and Information Science or 18 credit hours of graduate-level coursework completed from an ALA-accredited school.
- Experience working with teens, adults, and community agencies.
- Ability to identify and translate teen needs and interests into effective library services and programs.
- Experience with current emerging technologies and software applications.
- Strong organizational and time management skills, and ability to work independently.
- Ability to maintain effective relationships with staff, and work in a team environment.
- Excellent customer service skills: calm, tactful, supportive, and patient.
- Excellent verbal and written communication skills.
- Successfully pass a background check & pre-employment screening.

Primary Job Duties and Responsibilities:

- Models and promotes an enthusiastic, welcoming, supportive, and non-judgmental attitude towards teens.
- Selects and maintains materials for various teen and adult collections ensuring the collections are diverse, current, reflective of community needs and are in accordance with the Library's collection development policy.
- Plans, implements, and evaluates library programs and services which fulfill the educational, recreational, and personal needs of teens in the community.
- Adopts a community engagement mindset and develops and maintains effective relationships with schools, community groups, and non-profits that target teens to plan and deliver programs and services that meet local teen needs and interests.
- Coordinates daily activities of volunteers assigned to teen services.
- Provides reference and readers' advisory assistance in-person, by phone, and email.
- Works at the reference desk assisting patrons with print and digital resources.
- Presents and participates in a variety of off-site community outreach events.
- Maintains skills and professional knowledge through continuing education, professional literature, and associations.
- May attend relevant workshops and meetings.
- Participates in all departmental and library staff meetings.
- May serve as librarian in charge if needed.
- Performs other duties as assigned by the Information Services Coordinator.

How to Apply:

Send resume, cover letter, and completed application form (available at www.ahplibrary.org) to Renee Holden, Information Services Coordinator at holdenr@ahplibrary.org. Applications received by Monday, November 11 will receive first consideration.

Auburn Hills Public Library is an Equal Opportunity Employer.
