

MOUNT CLEMENS PUBLIC LIBRARY
Job Description

Job Title: Young Adult Librarian
Hours: Full Time, 37.5 hours per week, including evenings and weekends
Reports To: Head of Youth Services
Salary: \$40,000 - \$50,000 plus PTO, Sick Leave, Paid Employee Insurance.

NATURE AND SCOPE OF POSITION:

Under the direction of the Head of Youth Services, the Young Adult Librarian will provide direct and varied patron services, including but not limited to planning, and implementing dynamic programming, curating and providing access to high quality relevant materials of interest to young adults ages 12 - 18, cultivating resources and services aimed at attracting non-library users, mentoring young adults to develop and plan for personal goals, and creating a safe, welcoming, and stimulating environment.

SPECIFIC DUTIES:

- Provide prompt, courteous, and direct assistance to patrons in a library setting
- Actively engage teens and young adults through the community by providing outreach services to local schools, community centers, community agencies, and anywhere teens and young adults gather
- Support teens and young adults through engagement with parents, educators, and other youth-serving agencies
- Develop and implement programs and services to fulfill the diverse recreational, enrichment, personal, developmental, and educational needs for teens and young adults
- Curate strong participation in and ownership of library services and programs
- Curate and maintain developmentally appropriate digital resources and services that encourage exploration and development of digital literacy
- Provide technical assistance in computer area
- Curate a diverse collection of relevant materials in the selection of new and replacement library materials using professional review literature and the library collection development and weeding policy with physical and digital items
- Curate developmentally appropriate resources and services that encourage exploration and personal development, and develop literacy and life skills that support higher education and/or career readiness
- Assist with the creation and maintenance of displays
- Advocate for teens and young adults within the library organization and in the community
- Attend professional workshops, conferences, continuing education courses, and local and regional meetings
- Represent the library within the community at events and meetings
- Provide reference and reader's advisory services
- Keep up to date with popular culture, technology, and online platforms of interest to teens and young adults
- Develop and maintain outreach services

- Actively reach out to non-library users within the community
- Provide general supervision and general oversight of the Young Adult library space
- Supervise Library Specialists assigned to the Young Adult library space
- Develop and pursue long range goals in conference with community needs, state and national trends, the Youth Services department, and the Library Board
- Maintain membership in at least one local organization
- Function as Staff Member in Charge in accordance with the library's chain of command
- Other duties as assigned

JOB REQUIREMENTS:

- ALA-accredited MLS/MLIS degree
- Knowledge of standard public library reference tools and resources, both print and electronic
- Demonstrated computer skills
- Demonstrated oral and written communication skills
- Good public service attitude

DESIRED CAPABILITIES:

- Experience with Polaris ILS
- Passion for and desire to work with teens and young adults in a public library setting
- Familiarity of literature for and by teens and young adults in traditional and emerging formats

TO APPLY:

Send resume and cover letter to Katie Barnes at kbarnes@mtclib.org

The Mount Clemens Public Library does not acknowledge receipt of applications.

The Mount Clemens Public Library is an equal opportunity employer.