

**POSITION TITLE:** Youth Services Librarian

**CLASSIFICATION:** Librarian (F.T. – 40 hours)

**REPORTS TO:** Director of Youth Services and Community Engagement

**MAJOR RESPONSIBILITIES:** Apply professional library and educational techniques to deliver high quality information and program services in the Youth Services area.

**ILLUSTRATION OF KEY DUTIES:**

1. Works on the public service desks providing reference, information literacy instruction, collection and eCollection access, and readers' advisory assistance to meet the information needs of guests.
2. Assists guests with operations of library equipment.
3. Provides exceptional customer services and displays professional business decorum in all interactions with guests and fellow staff.
4. Is knowledgeable of, and carries out, library policy and procedures.
5. Responsible for the building, handling emergencies, and public desk supervision during assigned Reference Desk shifts.
6. Performs other job-related duties and projects as assigned.

**ILLUSTRATION OF UNIQUE KEY DUTIES:**

1. Plans, promotes, and conducts library programs for children, youth, and families.
2. Develops and maintains age-appropriate collections of library materials.
3. Provides reference and advisory services to customers in the areas of children’s and young adult literature.

**SALARY:** $46,891, or commensurate with experience

**HOURS:** Some evening and weekend hours.

**EDUCATION AND EXPERIENCE:**

1. Bachelor’s Degree from accredited college or university is required.

2. Master of Library Science from an American Library Association accredited library school preferred.

2. Eligibility for appropriate Michigan Library certification.

3. Spanish language proficiency preferred (not required)

**START DATE:** June/July 2025

**APPLICATION DATES:** Preference will be given to applications received by June 20, 2025.

**SUBMIT COMPLETED APPLICATION, COVER LETTER, AND RESUME TO:**

Tynisha Dungey

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Battle Creek, Michigan 49017

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EQUAL OPPORTUNITY EMPLOYER

(6/2025)