

Mount Clemens Public Library

Job Description

Youth Services Librarian

Reports To:	Head of Youth Services
Department:	Youth Services
FLSA Status:	Non-Exempt
Employment Type:	Full-Time, 37.5 hours per week, including evenings and weekends
Salary Range:	\$35,000 – \$45,000, plus benefits

Position Summary

Under the direction of the Head of Youth Services, the Youth Services Librarian provides direct and varied patron services, including but not limited to planning and implementing dynamic programming, curating and providing access to high-quality materials relevant to children of all ages, cultivating resources and services aimed at attracting non-library users, and creating a safe, welcoming, and stimulating environment.

Essential Duties and Responsibilities

Patron Services & Programming

- Provide prompt, courteous, and direct assistance to patrons in a library setting.
- Assist library patrons with information needs, in both print and digital formats.
- Provide reference and reader's advisory services.
- Develop and implement programs and services that fulfill the diverse recreational, enrichment, and educational needs of youth ages birth through 18 years of age.
- Cultivate strong patron 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.
- Utilize technology with children to enhance communication and literacy skills.
- Provide technical assistance in the computer area.
- Assist in preparing exhibits and seasonal displays throughout the Youth Department.
- Manage information desk, phone, and email inquiries.
- Ensure safety and code of conduct are followed by patrons.

Collections & Outreach

- Participate in the selection of new and replacement library materials, using professional review literature and the library's collection development and weeding policy, for both physical and digital items.
- Place holds on library materials.
- Place interlibrary loan requests.
- Develop and maintain outreach services.
- Actively engage non-library users within the community.
- Develop and maintain a relationship with local school districts to support their academic needs through the promotion of literacy and programming.

- Represent the library within the community at events and meetings.

Planning & Professional Development

- Attend professional workshops, conferences, continuing education courses, and local and regional meetings.
- Maintain membership in at least one local organization.
- Other duties as assigned.

Minimum Qualifications

- ALA-accredited MLS/MLIS degree.
- Knowledge of standard public library reference tools and resources, both print and electronic.
- Knowledge of youth literature.
- Experience in youth programming.
- Demonstrated oral and written communication skills.
- Demonstrated computer skills.
- Knowledge of current library trends.
- A strong public service orientation.

Preferred Qualifications

- Minimum of 1 year library experience.
- Experience with the Polaris Integrated Library System (ILS).

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.